



## Privacy Notice - How we use pupil information

As a school we collect a significant amount of information about our pupils. This notice explains why we collect the information, how we use it, the type of information we collect and our lawful reasons for doing so.

Grove Wood Academy Trust, at Grove Road, Rayleigh, Essex, SS6 8UA, is the Data Controller for the use of personal data in this privacy notice.

### Why do we collect and use pupil information?

The personal data collected is essential for the school to fulfil their official functions and meet legal requirements.

We collect and hold personal information relating to our pupils under the Education Act 1996 and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support pupil learning
- monitor and report on pupil attainment progress
- provide appropriate pastoral care
- assess the quality of our services
- keep children safe (food allergies, or emergency contact details)
- meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- enable targeted, personalised learning for pupils
- manage behavior and effective discipline
- comply with our legal obligations to share data
- fulfil our statutory obligations to safeguard and protect children and vulnerable people
- keep pupils, parents and carers informed about school events and school news

### The categories of pupil information that we process include:

The DfE and government requires us to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual schools' effectiveness.

The categories of pupil information that we process include:

- Personal information – (such as name, unique pupil number, contact details (email address and telephone numbers) and address, next of kin information)
- Characteristics – (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as detail of disclosures, outcomes of meetings, various plans and sensitive information regarding court proceedings, court orders, child protection plans, professional involvement and correspondence with outside agencies)
- Special educational needs (such as Education Health Care Plans)
- Medical and administration (such as medical conditions, doctors information, child health, dental health, allergies, medication and dietary requirements)

- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment information (such as key stage 1 and phonics results, attainment and progress records against curriculum subjects)
- Behavioural information (such as types of behaviour displayed, outcomes of incidents and number of exclusions and any relevant alternative provision put in place)
- Catering and free school meal management
- CCTV, photographs and video recordings captured in school

This list is not exhaustive, to access the current list of categories of information we process, please contact Sarah Mark, Data Protection Officer.

## **The lawful basis on which we use this information**

We must make sure that information we collect and use about pupils is in line with the [UK General Data Protection Regulation \(UK GDPR\)](#) and the [Data Protection Act](#). This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual, we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the [Education Act 1996](#), [Regulation 5 of The Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#), [Article 6](#) and [Article 9](#) of the UK GDPR.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school.

Other healthcare or specialist professionals (such as the speech therapist, counselling services, occupational therapists) are the type of people we will share information, so long as we have consent or are required by law to do so.

We must keep up to date information about parents and carers for emergency contacts.

## **Collecting pupil information**

We collect pupil information via Admission forms; Data Collection sheets at the start of the school year; Common Transfer File (CTF); or secure file transfer from a previous school.

The Pupil data we collect is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you, at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. Where we are processing personal data with your consent, you

have the right to withdraw that consent. We will make it clear when we ask for consent, and explain how consent can be withdrawn.

## **Storing pupil data**

In accordance with data protection, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact Sarah Mark, Data Protection Officer.

We hold data both in paper form and in electronic records.

## **Who do we share pupil information with?**

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Schools that pupils attend after leaving us
- Our Local Authority
- The Department for Education (DfE)
- Our regulator e.g. Ofsted
- Suppliers and service providers (to enable them to provide the service we have contracted them for)
- Curriculum apps and programs
- Financial organisations
- Our Auditors
- Teachers 2 parents (for communication and parents evening online booking system)
- Scopay (the school's cashless payment system)
- The NHS (for purposes such as flu immunisations, height/weight checks etc.)
- The school photographer (information limited to name and registration group)
- The School Milk service (in relation to free milk for under 5s - information limited to name and date of birth)
- Other healthcare or specialist professionals (such as the speech therapist, counselling services)
- Charities and voluntary organisations
- Police forces, courts, tribunals

## **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

### **Department for Education (DfE)**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

For privacy information on the data the Department for Education collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

## **Requesting access to your personal data**

The UK GDPR gives parents and pupils certain rights about how their information is collected and used.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

To make a request for your personal information contact our Data Protection Officer, Mrs Sarah Mark on 01268 743445 or email [dpo@grovewood.essex.sch.uk](mailto:dpo@grovewood.essex.sch.uk).

We will respond to any subject access requests within one month of receipt; however, if these are received during school holiday periods there may be a delay.

The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.

- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting Mrs Sarah Mark, our Data Protection Officer on 01268 743445 or [dpo@grovewood.essex.sch.uk](mailto:dpo@grovewood.essex.sch.uk).

## **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. The latest version can be found on our website. This version was last updated on 24<sup>th</sup> February 2025.

## **Contact**

If you would like to discuss anything in this privacy notice please contact our Data Protection Officer, Mrs Sarah Mark, on 01268 743445, email [dpo@grovewood.essex.sch.uk](mailto:dpo@grovewood.essex.sch.uk) or write to Grove Wood Primary School, Grove Road, Rayleigh, SS6 8UA.

## **More Information about Data Protection and our Policies**

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection Policy and connected policies, which are also available of our website.

Changes to this version:

November 2023	Amendments to DfE model pupil privacy notice applied.
March 2025	Amendments to DfE model pupil privacy notice applied.

# How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>.

## Sharing by the Department

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

## **How to find out what personal information the Department for Education (DfE) hold about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact DfE: <https://www.gov.uk/contact-dfe>