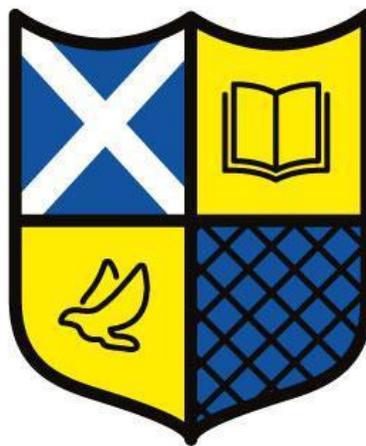


# St. Andrew's CE Primary School

## Privacy Notice

### (How we use pupil information)



<b>Data Protection Officer</b>	Data Protection Education Ltd
<b>Approved by:</b>	FGB
<b>Approval date:</b>	May 2025
<b>Next review due by:</b>	Spring 2026

St Andrew's C.E. Primary School is a data controller and this document describes the pupil data that is collected and how it is processed. As a controller we are responsible for deciding what data is collected and how it is processed.

Under the Data Protection Act 2018 and the GDPR we must abide by the principle of transparency and the right of data subjects to be informed how their data is processed. This document provides such information. It will be updated from time to time and updates communicated to the relevant data subjects. It is your duty to inform us of changes.

This Notice sets out how and why we collect your information and what we do with it. We will update it annually or as required by evolving laws, guidance and practice, informing you directly as far as is reasonably practicable of any substantial changes that affect your rights.

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

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- CCTV footage - We record CCTV for the safety and security of everyone in the school.
- Photographs and video clips;

### **Why we collect and use this information**

In order to carry out our ordinary duties to staff, pupils and parent/carers, we need to process a wide range of personal data about individuals (including current, past and prospective pupils, parent/carers, staff, contractors, student teachers and volunteers) as part of our daily operations. Some of this activity we need to carry out in order to fulfil our legal rights, duties or obligations – including those under a contract with staff or parent/carers of pupils.

A general overview of why we use this pupil data is:

- to support pupil learning
- to monitor and report on pupil progress and attainment
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information about the reasons the data is being collected and how the data will be used.

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

St Andrew's CE Primary School will only collect and use your information when the law allows us to. We need to establish a lawful basis to do this. Our lawful basis for processing your personal information can be seen below:

- We collect and use pupil information under a task performed in the public interest where it relates to a child's educational progression;
- Some photographs and videos are used only after gaining explicit consent;
- Where medical data is being processed, this is processed under a legal obligation (Children and Families Act 2014 which includes a duty on schools to support children with medical conditions);
- Safeguarding data is processed under the legal obligation of The Education Act 2002. Sections 21 and 175, which detail how governing bodies of schools must promote the well-being of pupils and take a view to the safeguarding of children at the school;
- We collect and process pupil information to perform our official function (public task)
- Where it is carried out as a task in the public interest such as equal opportunities monitoring, for child protection purposes or where otherwise authorised by law, such as Departmental Censuses as required in the Education Act 1996.

Where you have provided us with consent to use your personal information, you may take back this consent at any time. We will make this clear when requesting your consent and explain how you withdraw your consent if you want to.

## **Collecting and Storing pupil data**

Pupil data is essential for the schools' 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 the 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.

We collect pupil information in multiple ways:

- Transfer of electronic and physical data from another setting (such as a previous school);
- Information given to us by the pupils in the school (such as in work or behaviour reports);
- Information given to us by a parent or carer (such as information required when a child starts school)
- Information provided to us from external agencies and organisations (such as the Local Authority).

Where we collect and hold pupil information, we endeavour to ensure all appropriate technical and organisational measures are in place to keep the data secure. Data will be kept for the duration as documented in our Retention Schedule, which can be requested by contacting the school office.

## Whom we share pupil information with

We routinely share pupil information with

- schools that the pupils attend after leaving us;
- our local authority;
- examinations bodies;
- admissions authorities;
- The Department for Education (DfE);
- suppliers that we have contracted with to provide educational services and those related to the operations of the school (see Appendix A);
- the police, when investigating or preventing crime;
- courts and tribunals, when ordered to do so under the law;
- the pupil's family and authorised representatives;
- Health and welfare organisations;
- Statutory research bodies;
- regulators, such as Ofsted or the Information Commissioner's Office, when required to do so;
- Auditors and other professional bodies.

## 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. Where we share with third-party services, this will be in line with data protection law and specified in the agreements with those third-parties.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for those data collections, under:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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

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

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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

## The National Pupil Database (NPD)

Much of the data about pupils in England is held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources, including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://find-npd-data.education.gov.uk/>

For more information about the Department for Education's (DfE) 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 the Department for Education (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 the Home Office and the Police, please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

## Requesting access to your personal data and your rights

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, contact the school office or the data protection officer whose contact details are on the first page of this notice, and ask for a Subject Access Request form.

You have rights associated with how your data is collected and processed. Not every right is absolute, but under certain circumstances, you can invoke the following rights:

- Right of access
- Right of erasure
- Right of rectification
- Right to object to processing
- Right to be informed
- Right to data portability
- Right not to be subject to decisions based on automated decision making
- Right to restrict processing
- Right to seek compensation for damages caused by a breach of the Data Protection regulations.

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/>.

## Further Information

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

School Business Manager: [admin@st-andrews.brighton-hove.sch.uk](mailto:admin@st-andrews.brighton-hove.sch.uk) (in the first instance) or

Data Protection Officer: Data Protection Education Telephone:  
0800 0862018

Email: [dpo@dataprotection.education](mailto:dpo@dataprotection.education)

Our Local Authority: Brighton and Hove Council - <https://www.brighton-hove.gov.uk/>  
If you would like a copy of any documentation, please contact the school office.

The Data Protection Policy is available on the schools website <https://www.st-andrews.brighton-hove.sch.uk/>  
within the school policies area

