

Privacy Notice: How We Use Pupil Information

This privacy notice explains how Bradfield Primary School collects, uses, stores and shares information about pupils. We are committed to ensuring that personal data is handled securely, fairly and lawfully, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Categories of Pupil Information We Collect

We collect, hold and share information about pupils, including:

- Personal information (names, addresses, pupil numbers, parent/carer contact details)
- Characteristics (ethnicity, language, nationality, country of birth, special dietary needs, free school meal eligibility)
- Attendance information (sessions attended, absences, reasons for absence)
- Assessment information (national curriculum results, teacher assessments, progress reports)
- Relevant medical information (including medication required in school)
- Information relating to SEND and health needs (including reports from specialist professionals)
- Behavioural information (e.g. exclusions, behaviour logs)

The Department for Education (DfE) requires schools to collect certain information by law to monitor educational performance and support schools nationally.

2. Why We Collect and Use Pupil Information

We use pupil data to:

- Provide high-quality, targeted teaching and learning
- Support pupil wellbeing, care and safeguarding
- Monitor and report on pupil progress
- Evaluate school performance and effectiveness
- Comply with statutory data collection and reporting requirements
- Enable services such as school meals, fruit & veg schemes, clubs, NHS services and specialist education support
- Maintain accurate emergency contact information
- Communicate with parents and carers through systems such as ParentMail

These purposes reflect both our educational duties and our safeguarding responsibilities.

3. Lawful Basis for Processing Pupil Information

We process pupil data under the following lawful bases:

Article 6 UK GDPR

6(1)(e) Public task – processing necessary to perform our official functions as a school

6(1)(c) Legal obligation – processing required by education, safeguarding and data-collection laws

Article 9 UK GDPR (Special Category Data)

Where we process sensitive information (e.g., health, SEND, ethnicity), we rely on:

9(2)(g) – substantial public interest (safeguarding, equality monitoring)

9(2)(h) – health or social care purposes

9(2)(b) – social protection and statutory obligations

Our legal duties arise from legislation including the Education Act 1996 and Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013.

We may also process some information with **consent**, for example optional services or use of pupil images. Where consent is used, it can be withdrawn at any time.

4. Collecting Pupil Information

Most pupil information is mandatory because it is required by law or necessary for the school's public task. Some information is optional, and we will make this clear at the point of collection.

5. How We Store Pupil Data

We hold pupil data securely and retain it in line with statutory requirements. Records are transferred to the pupil's next school when they leave. Where a pupil leaves state education or their destination is unknown, records are retained until the pupil's **25th birthday**.

6. Who We Share Pupil Information With

We routinely share pupil information with:

- Schools that pupils attend after leaving us
- Our Local Authority
- The Department for Education (DfE)
- NHS services and the school nursing team
- ParentMail
- SIMS (our Management Information System)
- Club and sports providers
- Virtual learning platforms
- School photographer

- IT support services
- Free School Meals Checking Service

We do not share personal data with anyone unless the law allows us to or we have consent.

7. Why We Share Pupil Information

We share data with the DfE and Local Authority on a statutory basis. This supports:

- School funding
- Monitoring educational standards
- National statistics and research
- Safeguarding and welfare duties

We are required to share information under section 3 of the Education (Information About Individual Pupils) (England) Regulations 2013.

8. Data Collection Requirements

Information about DfE data collections (including the school census) is available at:

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

9. The National Pupil Database (NPD)

The NPD is managed by the DfE and contains information about pupils in England. It is used for research and statistical purposes. We are legally required to provide pupil data to the DfE, some of which is stored in the NPD. The DfE may share NPD data with third parties who promote the education or wellbeing of children by conducting research, producing statistics or providing guidance.

Strict controls ensure confidentiality, security and appropriate use of the data.

More information: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

10. Requesting Access to Personal Data

Parents and pupils have the right to request access to personal information we hold. To make a request, or to access your child's educational record, contact our Data Protection Officer:

Cassandra Buckingham Email: cassandra.buckingham@sbmservices.co.uk

You also have the right to:

- Object to processing likely to cause damage or distress
- Prevent processing for direct marketing
- Object to automated decision-making
- Request correction, deletion or restriction of inaccurate data
- Claim compensation for breaches of data protection law

If you have concerns about how we use your data, please raise them with us first. You may also

contact the Information Commissioner's Office (ICO).

11. Contact

If you would like to discuss anything in this privacy notice, please contact the school office in the first instance.