



# Privacy notice for pupils and their families

Under data protection law, individuals have a right to be informed about how the school uses any personal data what we hold about them. We comply with tis right by providing 2privacy notices2 (sometimes called “fair processing notices”) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils. We, Stanton St Quintin Primary School are the “data controller” for the purposes of data protection law.

In Stanton St Quintin Primary School we have a DPO who has an understanding of data protection from an educational perspective but who is objective and impartial in relation to our school’s organisation around data protection

In Stanton St Quintin School we have a DPC who is has an understanding of data protection who works within our organisation.

## Privacy notice – how the school uses pupil information

### What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Photographs** – e.g. for displays and to identify pupils
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – e.g. any needs you have
- **Medical and administration** – e.g. doctors’ information, your health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place
- **Catering and meal arrangements** – eg pupils entitled to Free School Meals
- **School trips, activities and clubs** – eg, payment information and permissions

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education

This list is not exhaustive – to access the current list of information the school processes, please see the school’s Data Asset Register which can be found in the school office.

## **Why do we collect and use your information?**

We collect and use your information for the following reasons:

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe and protect pupil welfare
- To meet legal duties placed on us by the government
- Comply with the law regarding data sharing

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of supporting pupil learning, in accordance with the legal basis of legal obligation, paragraph 2 (g) of Article 9 and Section 537A of the Education Act 1996.
- When there is a need to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

## **How do we collect your information?**

We collect your personal information via the following methods:

- Registration forms
- Common Transfer File (CTF) from your previous school
- Child protection plans
- Parent authorisations and permissions

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

## **How do we store your information?**

We hold your personal information securely for the set amount of time shown in the school's Records Management Policy, which can be found on the school website.

For more information about how we keep your information safe, please see the school's Data and E-security Breach Prevention and Management Plan.

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

We routinely share your information with:

- The Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education, central and local government
- The pupil's family and representatives
- Educators and examining bodies
- Other regulators – Ofsted
- Schools that you go to after leaving us
- Health and social welfare organisations and health authorities
- IT support
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Educational centres – trips and residential
- Professional bodies – Special Educational Needs
- Educational websites – TT Rockstarts, Spelling and other educational sites
- Pupil tracking systems
- Capita SIMS – pupil record system)
- Parentpay – communication and payments system
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### **Why do we share your information?**

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

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

The DfE collects personal information from us through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

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

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

### **How does the government use your data?**

#### **The National Pupil Database (NPD)**

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

## **Sharing by the DfE**

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of pupils
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

## **How to find out what personal information the DfE holds about you**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

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

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

## **What are your rights?**

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information that we hold about you, please contact Linda Paynter via the school email address.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

### **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO, Linda Paynter, at [admin@stanton-st-quintin.wilts.sch.uk](mailto:admin@stanton-st-quintin.wilts.sch.uk)

### **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact the head teacher by email [admin@stanton-st-quintin.wilts.sch.uk](mailto:admin@stanton-st-quintin.wilts.sch.uk).

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [www.stantonschool.net](http://www.stantonschool.net), the Gov.UK [website](#), or download our Data Protection Policy and Records Management Policy from the school website

Please sign and return the declaration on the final page of this notice to confirm your understanding of how we hold and use your personal data.

## **Privacy notice for pupils and their families**

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### **Declaration**

I, \_\_\_\_\_ name of pupil/parent,  
declare that I understand:

- The categories of my personal information Stanton St Quintin Primary School collects and uses.
- Stanton St Quintin Primary School has a lawful basis for collecting and using my personal information.
- Stanton St Quintin Primary School may share my information with the DfE, LA and other stated organisations.
- Stanton St Quintin Primary School does not share information about me/child with anyone without my consent, unless the law and our policies allow them to do so.
- My information is retained in line with Stanton St Quintin Primary School Records Management Policy.
- My rights to the processing of my personal information.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### **For school use only**

Date privacy notice last updated: \_\_\_\_\_