



Kingsclere CE Primary School

Privacy Notice for School Pupils and Parents

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Kingsclere CE Primary School, Ash Grove, Newbury, Berkshire, RG20 5RE

Hand in hand we learn, we grow, we soar.

PRIVACY NOTICE FOR SCHOOL PUPILS AND PARENTS

Privacy Notice (How we use personal information)

Kingsclere CE Primary School is the Data Controller for the use of personal data in this privacy notice.

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil attainment and progress
- to provide appropriate pastoral care
- to monitor, evaluate and improve the quality of education and support provided by the school
- to keep children safe, including maintaining emergency contact information and information about allergies and medical needs
- to meet the statutory duties placed upon us by the Department for Education (DfE) data collections
- to identify and provide support for pupils with special educational needs and disabilities (SEND)
- to administer school admissions and maintain accurate pupil records
- to manage attendance and promote pupil welfare
- to administer school meals and free school meal eligibility
- to organise educational visits, clubs, sporting events and other school activities
- to communicate effectively with parents, carers and other professionals involved in supporting pupils
- to safeguard pupils and promote their wellbeing
- to comply with our legal and regulatory responsibilities
- to manage access to school IT systems and online learning platforms
- to support the provision of health services and educational support services where required

Department for Education (DfE)

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.

The categories of personal information that we collect, hold and share include:

- Personal identifiers and contact details (such as name, unique pupil number, date of birth, address and parent/carer contact information).
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility).
- Attendance information (such as sessions attended, number of absences, absence reasons and previous schools attended).

- Assessment and attainment information (such as statutory assessment results, teacher assessments, phonics screening results, end of key stage outcomes and progress information).
- Special educational needs and disabilities information (including SEND needs, provision and support plans).
- Medical and health information (such as GP details, allergies, medical conditions, medication, dietary requirements, care plans and accident records).
- Behaviour and pastoral information (such as behaviour incidents, exclusions, rewards, sanctions and alternative provision arrangements).
- Safeguarding information (such as court orders, professional involvement, child protection records and welfare concerns).
- Educational visits, clubs and extra curricular activities information (such as participation, consent forms and emergency contact details).
- Catering and free school meal information.
- Photographs, videos and pupil work used for educational, identification and communication purposes.
- Identity management and authentication information relating to the use of school IT systems, online learning platforms and network access.
- Information relating to school transport, wraparound care and enrichment activities where applicable.
- Financial information where required for school trips, activities or support services.
- Correspondence and communications between the school, parents/carers and external agencies supporting the child.

The categories listed above represent the main types of personal information that the school collects, holds and shares about pupils. From time to time, we may process additional categories of personal information where this is necessary to provide education, safeguard pupils or comply with our legal obligations.

Legal Basis for Processing

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- with consent of the data subject,
- where we are complying with a legal requirement,
- where processing is necessary to protect the vital interests of a data subject or another person and
- where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

When the personal data consists of special category data we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

When we process personal information for the purposes of complying with a legal requirement the relevant legislation includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

We also share pupils' data with the Department for Education (DfE) on a statutory basis either directly or via our local authority. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) or the Department for Education (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

AI system

We will make use of AI system(s) in some processing of pupil personal data.

Further details can be found in our AI Policy.

Collecting personal information

We collect pupil information from a variety of sources, including:

- Admission and registration forms completed by parents and carers.
- Information provided by parents, carers and pupils during the course of a child's education.
- Previous schools via the Common Transfer File (CTF) and secure transfer of educational records.
- Local authorities and other educational settings.
- Teachers and other school staff through assessment, attendance, behaviour and pastoral records.
- Health professionals and other agencies involved in supporting a child's education, welfare and wellbeing.
- Special educational needs and disability (SEND) professionals and support services.
- Safeguarding agencies where appropriate and lawful to do so.
- Educational visits, clubs and activity consent forms.
- School catering and free school meal application processes.
- School photographs and media consent forms.
- School IT systems, online learning platforms and identity management systems used to support learning and access to school services.

Pupil data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is provided 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 specific information to us or whether you have a choice in doing so

Storing personal data

We hold pupil data securely for the periods set out in our Data Retention Schedule, which is available on the school website under **Policies**.

Personal information is stored securely in both electronic and paper formats. Electronic records are held on secure school systems and approved third party education platforms with appropriate access controls. Paper records are stored in secure locations with access restricted to authorised staff.

We have appropriate technical and organisational measures in place to protect personal information from unauthorised access, loss, misuse, alteration or disclosure. Staff receive training in data protection and information security and are required to follow the school's Data Protection Policy and other relevant procedures.

We regularly review the personal information we hold and securely dispose of information when it is no longer required in accordance with our Data Retention Schedule and Data Protection Policy. This information can be found on the school website under **Policies**

Who do we share pupil information with?

We routinely share pupil information with:

- Schools and educational settings that pupils attend when they leave us.
- Hampshire County Council and other local authorities where required.
- The Department for Education (DfE).
- The school nursing service and other NHS healthcare providers involved in a pupil's care.
- Educational psychologists and specialist support services.
- Special educational needs and disabilities (SEND) services.
- Social care services and safeguarding agencies where required to safeguard and promote the welfare of children.
- Alternative provision providers where applicable.
- Professional advisers and support services working with the school and individual pupils.
- Providers of educational software, online learning platforms and management information systems used by the school.
- School transport providers, where applicable.
- Educational visit, activity and residential trip providers where information is required for participation and safety.
- School catering providers for the administration of school meals and free school meals.
- Examination and assessment bodies, where applicable.
- The Diocese of Winchester and other church education services where

required for the operation of the school.

We only share personal information where there is a lawful basis to do so and where it is necessary to support a pupil's education, welfare, safeguarding, health, or the school's legal and statutory responsibilities. Information is shared securely and only the minimum information necessary is disclosed.

Why we share pupil information

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

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. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department may share pupils' personal data with certain third parties, including:

- schools
- 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. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department 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>

Requesting access to your personal data

Under the General Data Protection Regulation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs Dudman – our school Data Protection Officer.

You also have the right, subject to some limitations to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- a right to complain to the school; and
- a right to seek redress, either through the ICO or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting Mrs Dudman. If you are not happy with the school's response to your concern you can raise it directly with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Mrs Dudman – School Data Protection Officer

Sharing by the Department for Education (DfE)

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 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 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) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) 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 the Department for Education (DfE): <https://www.gov.uk/contact-dfe>