



Pupil Privacy Notice (How we use pupil information)

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, address and unique pupil number, contact details)
- special categories of personal data including characteristics information (such as sex, age, ethnic group, religious belief, religion, country of birth, Nationality and free school meal eligibility)
- Pupil assessment and attainment information (eg national curriculum assessment results, KS1 and phonics results)
- Attendance information (eg monitoring sessions attended, number of absences and absence reasons and any previous school attended)
- Relevant medical and administration information (including doctors information physical and mental health, dental health, medication, dietary requirements and allergies)
- Information relating to special educational needs (including type of need and ranking) .
- Photographs for identification medical needs and dietary requirements
- CCTV images captured in school
- Behavioural information – (such as exclusions and any relevant alternative provision put in place)
- Safeguarding information (such as court orders and professional involvement)
- Details of support received including care packages, plans and support providers.
- Tax details and National Insurance No (parents) – For gift aid claims and Free School meal applications

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

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- Support pupil learning
- Monitor and report on pupil attainment progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services

- Administer admissions waiting lists
- Comply with the law regarding data sharing
- Provide educational services including music tuition and extra-curricular activities
- To fulfil our contractual and legal obligations
- For security purposes including CCTV
- To meet the statutory duties placed upon us for DfE data collections

Our Legal basis for using this data

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

- We need to comply with a legal obligation
- We need it 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)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting pupil information

We collect pupil information via our online admissions applications, any amendments to this data via email or the school app and common transfer files (CTF) from any previous schools.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it 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.

Storing pupil data

In accordance with the UK GDPR, the controller 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 may keep data beyond their child's attendance at the school if this is necessary to comply with our legal obligations. We follow the guidance from the [Information and Records Management Society's toolkit for schools](#) and our policy can be found here on our [website](#).

Data is held on our servers and backed up using [Cloudberry Backups](#)

Who we share pupil information with

We routinely share pupil information with our local authority (LA), the Department for Education (DfES) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013 and with the schools that pupils attend after leaving us.

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with third parties. A list of third parties can be accessed upon request by emailing office@shspsruislip.org.

Any new providers and contractors will be appropriately risk assessed prior to commencing any relationships or sharing any data.

Requesting access to your personal data

Under data protection legislation, 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 **School Business Manager on 01895 633240 email: office@shspsruislip.org or the Data Protection Officer EBM Services email: admin@ebm-services.co.uk**

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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 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 you are unhappy with our use of your personal data, please let us know by contacting **School Business Manager on 01895 633240 email: office@shspsruislip.org or the Data Protection Officer EBM Services email: admin@ebm-services.co.uk**.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated July 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact: **School Business Manager on 01895 633240 email: office@shspsruislip.org or the Data Protection Officer EBM Services email: admin@ebm-services.co.uk.**

How Government uses your data

The pupil data that we lawfully share with the 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. 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.

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

Sharing by the Department

The law allows the Department 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 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 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>

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