



# Singleton C of E School



## Privacy Notice (How we use pupil information)

### Introduction

Under UK data protection law (UK GDPR and the Data Protection Act 2018), individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (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 at our school.

We, Singleton Church of England Primary School, are the 'data controller' for the purposes of UK data protection law. Our Data Protection Officer is: **Rachel Reeves (School Office Manager)**.

### The categories of pupil information we collect, hold and share include:

- Admissions information
- Contact details, contact preferences, date of birth, identification documents
- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, and free school meal eligibility)
- Attendance information (sessions attended, number of absences, and reasons)
- Assessment and attainment information
- Information about any medical conditions we need to be aware of, including physical and mental health
- Special Educational Needs and Disability (SEND)
- Additional needs information (emotional, social, behaviour needs)
- Behaviour and exclusions
- Safeguarding information (referrals, assessments, child protection plans)
- Trips and activities
- Catering and free school meal management
- Photographs captured in school

We may also hold data about your child that we have received from other organisations, including other schools and local authorities.

### Why we collect and use this information

We use pupil data to:

- Support pupil learning
- Allocate the correct teaching resource
- Ensure the safety of pupils whilst in our care (e.g. food allergies, emergency contacts)
- Monitor and report on progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Comply with the law regarding data sharing
- Safeguard pupils
- Meet statutory duties placed upon us by the Department for Education (DfE)
- Make sure our IT systems and facilities are used appropriately, legally and safely

## Marketing

Where you have given consent, we may send information about school events or activities. You can withdraw consent at any time.

## Automated decision-making and profiling

We do **not** currently process pupils' personal data through automated decision-making or profiling. If this changes, we will update this notice. Parents/carers have the right to object to profiling and, in the case of automated decision-making, the right to:

- Obtain human intervention
- Express their point of view
- Obtain an explanation of the decision and challenge it

## Filtering and monitoring

We may monitor pupils' use of school IT systems to:

- Comply with health and safety and safeguarding policies
- Keep networks safe from unauthorised access or malware
- Protect pupil welfare

## The lawful basis on which we use this information

Under UK GDPR, the lawful bases we rely on include:

- **Public task:** collecting data is necessary to perform tasks schools are required to perform as part of their statutory function
- **Legal obligation:** e.g. data collected for DfE census information under:
  - Section 537A of the Education Act 1996
  - Education Act 1996 s29(3)
  - Education (School Performance Information) (England) Regulations 2007
  - School Information (England) Regulations 2008
  - Education (Pupil Registration) (England) (Amendment) Regulations 2013
- **Vital interests:** to keep children safe (e.g. food allergies, medical conditions)
- **Consent:** for optional uses such as photographs or marketing
- **Legitimate interests:** e.g. Reception Age Vision Screening Programme

## Special category data

We process sensitive data (e.g. ethnicity, health, SEND) under Article 9 UK GDPR, including:

- Substantial public interest (safeguarding, equality monitoring)
- Health and social care purposes
- Explicit consent where required

## Collecting pupil information

We obtain pupil information via data collection forms prior to the start of each academic year. When a child joins us from another school, we are sent a secure file containing relevant information. We will always tell you whether information is mandatory or optional.

## Storing pupil data

We hold pupil data in line with our retention schedule, including:

- SEN files: DOB + 25 years
- Children's SEN files: closure + 35 years (unless legal action is pending)
- Safeguarding files: DOB + 30 years
- Other pupil records: current year + 3 years All data is securely stored and disposed of when no longer required.

### **Who we share pupil information with**

We routinely share pupil information with:

- Schools that pupils attend after leaving us
- Our local authority (Lancashire County Council)
- Department for Education (DfE)
- Ofsted
- NHS/school nurse agencies (health checks, immunisations, welfare)
- Police forces, courts, tribunals (where legally required)
- Professional advisers and consultants

### **Sharing data with the DfE**

We are required to share pupil data with the DfE under statutory data collections. Some of this data is stored in the **National Pupil Database (NPD)**, which supports research and policy.

### **Transferring data internationally**

Where data is transferred internationally (e.g. cloud providers), we comply with UK adequacy regulations or implement safeguards.

### **Your rights**

Parents/carers (and pupils where appropriate) have the right to:

- Access personal data (subject access request)
- Rectification of inaccurate data
- Erasure ('right to be forgotten')
- Restriction of processing
- Object to processing (including profiling)
- Data portability (in certain circumstances)
- Withdraw consent where relied upon

Once a child is considered able to understand their rights (usually age 12+), they may exercise these rights directly.

### **Complaints**

If you have concerns about how we use your data, please contact our Data Protection Officer in the first instance. You may also contact the Information Commissioner's Office (ICO):

- Online: <https://ico.org.uk/make-a-complaint/>
- Tel: 0303 123 1113
- Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions about this privacy notice, please contact: **Rachel Reeves, Data Protection Officer (School Office Manager)** Singleton Church of England Primary School