



St. Peter & St. Paul CE Primary School, Burgh-le-Marsh
“Striving for excellence together in a caring Christian community.”
RESPECT COMPASSION COURAGE



PRIVACY NOTICE

HOW WE USE PUPIL INFORMATION

Reviewed: November 2025 (*improved clarity by giving examples of voluntary data, states legal conditions for special category data, confirms limited use of consent, clarifies that no automated decision-making is used*)

To be reviewed: Annually (or earlier if legislation/Local Authority guidance changes).

Categories of Pupil Information We Process

We collect and hold personal information relating to our pupils and may also receive information about them from previous schools. Categories include:

- Personal identifiers and contacts (name, unique pupil number, contact details, address)
- Characteristics (ethnicity, language, free school meal eligibility)
- Safeguarding information (court orders, professional involvement)
- Special educational needs (including needs and ranking)
- Medical and administration (doctor details, health, allergies, medication, dietary requirements)
- Attendance (sessions attended, absences, reasons, previous schools)
- Assessment and attainment (tests, progress, statutory assessments)
- Behavioural information (exclusions, alternative provision)

Examples of voluntary data include ethnicity, religion or belief, language spoken at home, and photographs for promotional purposes. You are not required to provide this information, and we will always make it clear when data is optional.

Why We Collect and Use Pupil Information

We process pupil data under Articles 6 and 9 UK GDPR to:

- Support learning
- Monitor and report on attainment and progress
- Provide pastoral care
- Assess service quality
- Keep children safe (e.g., allergies, emergency contacts)
- Meet statutory duties (DfE data collections)

Special category data (such as health, ethnicity, religion) is processed only where one of the following legal conditions applies: explicit consent; employment/social protection law; vital interests; data made public by the individual; legal claims; substantial public interest; health/social care purposes under confidentiality.

How We Collect Information

- Admission forms and annual update forms
- Secure transfer from previous schools
- Face-to-face contact
- Telephone calls (recordings may be kept for evidence, training, or safeguarding — retained for a limited period and securely deleted thereafter)

- Emails (records may be kept; please minimise confidential content)
- CCTV (for safety and crime prevention; footage normally retained for 30 days unless required for investigation)

How We Store Data

We hold pupil data securely for the set amount of time shown in our retention schedule.

Sharing Information

We routinely share with:

- Next schools/educational settings
- Local Authority
- Department for Education (DfE)
- Police/law enforcement
- School Nursing Team

We do not share without consent unless the law or our policies allow.

Your Rights

Parents and pupils have the right to:

- Access information held about them
- Rectify inaccurate data
- Request erasure or restriction of processing
- Object to processing causing damage/distress
- Prevent direct marketing
- Challenge automated decisions (**note: the school does not use automated decision-making or profiling**)
- Seek redress via the ICO or courts

Consent is only relied upon in limited circumstances, such as photographs, videos, or optional disclosures. Most processing is lawful without consent. Where consent is used, it can be withdrawn at any time.

Contact

For requests or concerns, contact the **Headteacher or Data Protection Officer (via the school office)**

Updates

We may update this notice periodically. Please revisit it from time to time. **Any significant changes will be communicated via our school website, ParentHub, or staff email updates.**

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
- 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>

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



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PRIVACY NOTICE
HOW WE USE WORKFORCE INFORMATION

Reviewed: November 2025 (*improved clarity by giving examples of voluntary data, states legal conditions for special category data, confirms limited use of consent, clarifies that no automated decision-making is used*)

To be reviewed: Annually (or earlier if legislation/Local Authority guidance changes).

Categories of Workforce Information We Process

We collect and process data about staff for employment and operational purposes, including:

- Personal information (name, employee/teacher number, NI number)
- Characteristics (gender, age, ethnic group)
- Contract details (start dates, hours, roles, salary)
- Absence information (number and reasons)
- Qualifications and subjects taught
- Medical information (allergies, emergency medication)
- Emergency contact details
- Address and payroll information (bank details)

We may also process special category data: health needs, racial/ethnic origin, trade union membership, criminal convictions, civil/criminal proceedings, religious beliefs.

Examples of voluntary data include ethnicity, religion or belief, and photographs for promotional purposes. You are not required to provide this information, and we will always make it clear when data is optional.

Why We Collect and Use Workforce Information

We process workforce data under Articles 6 and 9 UK GDPR to:

- Build a comprehensive picture of workforce deployment
- Inform recruitment and retention policies
- Enable payment of staff
- Contact staff directly when necessary
- Contact nominated individuals in emergencies

Special category data is processed only under legal conditions such as explicit consent, employment law obligations, vital interests, data made public, legal claims, substantial public interest, or health/social care purposes under confidentiality.

Collecting Workforce Information

Data is collected via contracts, application forms, and update forms.

Storing Workforce Information

We hold data securely for the set amount of time shown in our retention schedule.

Sharing Workforce Information

We routinely share with:

- Local Authority (under statutory regulations)
- Department for Education (DfE)

We do not share without consent unless the law or our policies allow.

Your Rights

Staff have the right to:

- Access information held about them
- Rectify inaccurate data
- Request erasure or restriction of processing
- Object to direct marketing or certain research/statistics uses
- Not be subject to automated decisions (**note: the school does not use automated decision-making or profiling**)

Consent is only relied upon in limited circumstances, such as photographs or optional disclosures. Most processing is lawful without consent. Where consent is used, it can be withdrawn at any time.

Contact

For requests or concerns, contact the **Headteacher or Data Protection Officer (via the school office or DPO email address provided on our website).**

Updates

We may update this notice periodically. Please revisit it from time to time. **Any significant changes will be communicated via our school website, ParentHub, or staff email updates.**

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Sharing by the Department

The Department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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