IGSS/PN/002

Cheadle Village Primary School

PRIVACY NOTICE - PUPILS

How we use pupil information

We, Cheadle Village Primary School, are a data controller for the purpose of the UK General Data Protection Regulation (UK GDPR). We collect information from you and may receive information about you from your previous school, local authority and/or the Department for Education.

This privacy notice has been created to inform children, young people, and their parents/carers, how we use their information.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name date of birth, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, religion and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs and disability status
- medical and administration (such as doctor's information, health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- CCTV images to monitor the security of the site to ensure the safety and wellbeing of staff, pupils and visitors

Why we collect and use pupil information

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

- support pupil learning and the delivery of education
- monitor and report on pupil attainment progress
- provide appropriate pastoral care
- assess the quality of our services
- keep children safe
- organise and manage extracurricular activities and educational visits safely and effectively

- meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- monitor the security of the school's site to ensure the safety and wellbeing of staff, pupils and visitors

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

- **legal obligation** - we are required to process pupil data so that we meet the legal requirements imposed upon us, such as our statutory duty to provide individual data to the DfE for the school census **(Article 6(1)(c))**
- **public interest -** it is necessary for us to process your information so that we can provide you with an education and look after you. This is known as being in the public interest and means we have real and proper reasons to use your information (**Article 6(e))**
- **consent -** consent may be relied upon to process some forms of pupil data which are not used within the normal business of the school, such as use of photographs in the public domain or arranging school trips (**Article 6(1)(a))**
- **vital interests -** it is in your or another's vital interests for your personal information to be shared to protect someone's life in an emergency. **(Article 6 (d))**

Some personal information requires extra protection because it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data. We do not process any special categories of personal data except where necessary for:

- **reasons of substantial public interest** in complying with legal obligations (including under the Equality Act 2010). **(Article 9(2)(g))**.
- **explicit consent** given by the data subject **(Article 9(2)(a)).**
- purposes of **preventive or occupational medicine (Article 9(2)(h)).**

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal. Please contact the School Business Manager should you wish to withdraw your consent for any of the above activities.

Collecting pupil data

We collect your personal information through admission forms and either directly from yourself and/or your parents/carers or sometimes from an external organisation such as our Local Authority.

Whilst the majority of pupil information you provide us with is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK GDPR we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely in line with our data Retention Schedule.

When this information is no longer required, it will be confidentially destroyed or deleted.

For more information on our data retention schedule and how we keep your data safe please contact Andrea Howard, School Business Manager by emailing admin@cheadle-pri.stockport.sch.uk

Who we share pupil information with

We routinely share pupil information with:

- our local authority – Stockport Metropolitan Borough Council
- the Department for Education (DfE)
- other schools, colleges or education settings
- health specialists including the school nurse

Why we share pupil information

We will not give information about you to anyone outside this establishment without your consent unless the law permits it.

Local Authority

We are required by law to pass some of your information to the Local Authority for monitoring, tracking and provision of appropriate services.

These organisations are then required to share some of this information with trusted partners including NHS Trusts and other local authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possibly to children and young people.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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, under: section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

For privacy information on the data the Department for Education collects and uses, please see: https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3

and

https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education

Requesting access to your personal data

The UK GDPR gives individuals certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact Andrea Howard, School Business Manager by emailing: admin@cheadle-pri.stockport.sch.uk

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

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 or directly to the Information Commissioner's Office at raise a concern with ICO.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Complaints

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. Please contact Andrea Howard, School Business Manager by emailing: admin@cheadle-pri.stockport.sch.uk

Following any complaint response, if you remain unsatisfied with the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Email: https://ico.org.uk/concerns/

Contact

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

Andrea Howard, School Business Manager by emailing: admin@cheadle-pri.stockport.sch.uk or

Data Protection Officer by emailing: IGschoolsupport@stockport.gov.uk

How DfE uses your data

The pupil data that we lawfully share with the Department for Education (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)

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice

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'. See the guide for details:

https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

Further information on what personal information the Department for Education (DfE) holds about you published in the privacy notices for early years foundation stage to key stage 3, and key stage 4 and 5 and adult education. These are available below:

https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3

https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education

To contact the Department for Education (DfE): https://www.gov.uk/contact-dfe

Document Control

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Approved by (school)	Cheadle Village Primary School
Approval date	October 2026
Next review date	01/09/2028
Any changes made	Reviewed in line with new DfE guidance 2025. Complaints section changed inline with Data Use and Access Act 2026. New section - Post-16 education and training providers

Change History

Version	Author	Issue Date	Review date	Changes made?
1.0	SMBC IG Team	15.06.2018	01.09.2019	No Changes
2.0	SMBC IG Team	01.09.2019	01.09.2020	No Changes
3.0	SMBC IG Team	23.09.2020	01.09.2021	Updated changes - Lawful basis
4.0	SMBC IG Team	10.11.2021	01.09.2022	Changes to Consent
5.0	SMBC IG Team	28.10.2022	01.09.2024	We collect; Categories; Lawful basis; Storing data; Sharing data
6.0	SMBC IG Team	04/10/2024	01/09/2026	Minor structure/ formatting/wording