Cheadle Village Primary School

PRIVACY NOTICE – LAC, SEN AND SAFEGUARDING

How we use looked after children, SEN and safeguarding 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.

We collect your information to:

- Support children and monitor their progress
- Provide them with pastoral care
- Assess the quality of our services
- Evaluate and improve our policies on children's social care
- Monitor welfare and progress of LAC pupils
- To safeguard our students

The categories of this information that we collect, process, hold and share include

Personal information such as;

- Personal information (name, date of birth, address & contact information).
- Attendance data
- Photographs

Special categories of information such as;

- Medical Information/Health Data
- characteristics (such as sex, ethnicity and disability)
- Information relating to a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information
- episodes of being looked after (such as important dates, information on placements)
- Outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending),

- Adoptions (such as dates of key court orders and decisions),
- Care leavers (such as their activity and what type of accommodation they have), Education Health Care Plans.

This list is not exhaustive, to access the current list of categories of information we process please see https://cheadlevillageprimary.co.uk/wp-content/uploads/2026/10/Privacy-Notice-for-Pupils-Cheadle-Village-Primary-School-October-2026.pdf

The lawful basis on which we use this information

Legal obligation

We are required to process pupil data when undertaking our legal obligations and to comply with our statutory functions. We are either legally required to have this information or alternatively we process the information via our legal obligation as there is a high risk to our pupils.

We follow statutory guidance on:

- Keeping Children Safe in Education 2026
- Working together to safeguard children 2026
- Children and Families Act 2014
- Education Act 1996
- Special Educational Needs and Disability Regulations 2014

Public Task

Cheadle Village Primary School takes photographs of all pupils on entering the school and, thereafter, at annual intervals, for the purposes of internal identification and for safeguarding purposes. These are held securely on our MIS system and are not used for any other purposes unless the law and our policies allow us to do so. All photographs are securely destroyed once a pupil leaves the school.

In addition, concerning any special category data, **Article 9(2)(g) UK GDPR and Schedule 1 of the Data Protection Act 2018** apply, including the substantial public interest condition relating to safeguarding children and individuals at risk.

Collecting this information

Children in need and children looked after information is essential for the local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

This information is obtained by the school from both the admissions forms, the relevant local authorities and safeguarding leads and relevant notes of concern.

The information will be handled internally by the safeguarding leads, pastoral staff and the Headteacher.

Storing this information

We hold looked after children and safeguarding data securely and in line with our Records Retention Schedule. It is held in locked cabinets (if paper) and on CPOMS (electronic secure software).

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 this information with

We routinely share this information with:

- the Department for Education (DfE)
- the local authority - Stockport Metropolitan Borough Council
- other local authorities where necessary
- other schools or education settings
- Health specialists including the school nurse, safeguarding and Looked After Children nurse

Why we share this information

We share children in need and looked after children's data with the Stockport Metropolitan Borough Council and other placing authorities. This is for the purpose of providing each child access to the correct services and support, for example, Children's Social Care, Special Educational Needs support services and School Health. This information is shared in line with our statutory duties.

We do not share information about our children in need or looked after children with anyone without consent unless the law and our policies allow us to do so.

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 children in need and children looked after with the Department for Education (DfE) for the purpose of those data collections, under:

- Section 83 of the 1989 Children's Act,

- Section 7 of the Children and Young Persons Act 2008
- 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-children-and-young-people-under-18/privacy-information-children-and-young-people-under-18.

Requesting access to your personal data

The UK-GDPR gives parents, carers, and children 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 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 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.

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.

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
IGschoolsupport@stockport.gov.uk

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/

How Government uses your data

The data that we lawfully share with the Department for Education (DfE) through data collections helps to:

- develop national policies
- manage local authority performance
- administer and allocate funding
- identify and encourage good practice

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) go to:

Children in need: https://www.gov.uk/guidance/children-in-need-census
Children looked after: https://www.gov.uk/guidance/children-looked-after-return

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 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're 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

Document Control

Title	School Privacy Notice - LAC, SEN and Safeguarding
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Links with other policies, procedures, or guidance	
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Revision and Approval

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Approved by (school)	Cheadle Village Primary School
Approval date	October 2026
Next review date	01/09/2028
Any changes made	Reissued in line with new DfE guidance 2025. Complaints section reviewed in line with the Data Access and Use Act 2025

Change History

Version	Author	Issue Date	Review date	Changes made?
V1	SMBC IG Team	15.06.2018	01.09.2019	No Changes
V2	SMBC IG Team	01.09.2019	01.09.2020	No Changes
V3	SMBC IG Team	23.09.2020	01.09.2021	Annual Review
V4	SMBC IG Team	10.11.2021	01.09.2022	No Changes
V5	SMBC IG Team	01.11.2022	01.09.2024	Collect; Categories; Store; Share
V6	SMBC IG Team	04/10/2024	01/09/2026	Lawful Basis, Complaints, minor formatting/wording