Horbury St Peter's & Clifton CE Primary School

Pupil Privacy Notice

How we collect, use and protect pupil information

Approved: September 2026
Review Date: September 2027
Headteacher: Mr R. Tuddenham

How We Use Pupil Information

Horbury St Peter's & Clifton CE Primary School collects and uses pupil information under the principle of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, which state that data must be used for "specified, explicit and legitimate purposes". We use pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing

The pupil information which we collect, hold and share includes:

- Personal information (for example, name, unique pupil number and address)
- Characteristics (for example, ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (for example, sessions attended, number of absences and absence reasons)
- Assessment and attainment information
- Safeguarding, medical, SEND and pastoral information where relevant

Why We Collect and Use This Information

We process pupil information in order to "exercise the official authority vested in us" to deliver education to your child. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection law we will inform you when your consent is required — for example, in respect of racial or ethnic origin, religion, or where we intend to use photographs.

The Lawful Basis on Which We Process This Information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Collecting This Information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from

you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Storing This Information

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your personal data securely when we no longer need it.

Why We Share Pupil Information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We are required to share information about our pupils with the Department for Education (DfE) under Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring.

Who Do We Share Pupil Information With?

We routinely and/or occasionally share pupil information with:

- Wakefield Local Authority
- Department for Education (DfE)
- Ofsted
- The Diocese of Leeds
- NHS (School Nursing Services)
- Arbor (School Management Information System)
- Eduthing (School IT Service Provider)
- Insight (Assessment)
- CPOMS (Safeguarding)
- Parent Hub (School Messaging Service)
- Police
- Social Services
- Educational Psychology Department
- Speech and Language Therapists
- Children and Adolescent Mental Health Services (CAMHS)
- Wakefield Music Service
- Other schools, academies, multi-academy trusts and local authorities (during pupil transfers)
- Other educational establishments
- Residential trip organisers
- Our insurance company

Data Collection Requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example, 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 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 DfE. 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.

We are required by law to provide information about our pupils to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The DfE has robust processes in place to ensure that the confidentiality of our data is maintained, and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases 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
- The arrangements in place to store and handle the data

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

Requesting Access to Your Personal Data

Under data protection law, parents and carers have the right to request access to information about them or their child which the school holds. To make a request for your personal information, please submit a request in writing, either by letter or by email, to the Data Protection Officer (contact details below), including the following information:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

To be given access to your child's educational record, please contact the Headteacher in the first instance.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- In certain circumstances, request that we restrict our processing of your data
- Claim compensation for damages caused by a breach of data protection law

Concerns

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 with the Information Commissioner's Office at https://ico.org.uk/concerns/

Contact	Details
Data Protection Officer	Mr Neil Stott — dpo@wntai.co.uk
Headteacher	Mr R. Tuddenham — via the school office
Information Commissioner's Office	https://ico.org.uk/concerns/

A Note for Families

"We take the privacy of our pupils and their families seriously. If anything in this notice is unclear, or you would like to talk it through, please come and speak to us."