



Uffington Church of England Primary School

# Privacy Notice Pupils and Parents

**Approved by:** The Governing Body

**Last reviewed on:** November 2025

**Next review due by:** September 2027

## Privacy Notice (How we use pupil information)

This notice is intended to explain how Uffington Church of England Primary School (the "school") process personal data about our current, prospective and former pupils and their parents, carers or guardians (referred to as "Parents" in this notice).

This notice applies alongside any other information we may provide about a particular use of personal data, e.g. if the School requires specific information as part of a questionnaire or form. This notice also applies in addition to any other relevant School policies and/or terms and conditions.

### The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- attendance information relating to trips and visits (such as swimming and sporting events)
- photographs, sound recordings and video clips of children for general display purposes, including on our school website, promotional material, on displays around the school premises and for press usage
- records relating to individual children (such as care plans and referrals to external agencies, I.E. Educational Psychologist or information received from external agencies)
- accident and pre-existing injuries forms
- observation, planning and assessment records of children

### The categories of parent / carer information that we process include:

- personal identifiers and contacts (such as name, national insurance number, contact details and address)
- characteristics (such as ethnicity and language)
- safeguarding information (such as court orders and professional involvement)

### Why we collect and use pupil information

We need to process a wide range of personal data to maintain the smooth operation of the school, provide the quality of education required by our pupils and in order to safeguard their welfare and provide appropriate pastoral care.

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care and to safeguard pupils' welfare
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- g) to share the work and achievements of the school with others (such as in our school prospectus and on our school website)
- h) for the purposes of management planning and forecasting, research and statistical analysis, including that imposed by law or provided by the law
- i) to obtain appropriate professional advice and insurance for the school
- j) to carry out (or cooperate with) any school or external complaints, disciplinary or investigation process
- k) to monitor the use of the School's IT and communication systems.

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil and parent/carer information are where:

- we need to perform the contract we have entered into with you
- we need to comply with a legal obligation
- it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests

These are in accordance with **Article 6 GDPR: 1b, 1c and 1f**

We may also use your personal information in the following situations, which are likely to be rare where:

- we need to protect your interests (or someone else's interests)
- it is needed in the public interest or for official purposes

These are in accordance with **Article 6 GDPR: 1d and 1e**

In addition, we may process 'special categories' of personal information. This may include:

- racial or ethnic origin
- religious or philosophical beliefs
- health

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

- in limited circumstances, with parent explicit written consent
- where it is needed in the public interest
- less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect a child or a parents' interests (or someone else's interests) and the child or parent as is appropriate is not capable of giving consent, or where parent has already made the information public

These are in accordance with **Article 6 GDPR: paragraphs 1(a) to (f)** and **Article 9 GDPR: paragraph 2(a), (g) and (f)**.

### Collecting pupil information

We collect pupil information from:

- The enrolment process when your child starts school including their admissions form
- Common Transfer Files (electronic files holding data such as previous assessments) when a child transfers from another school
- School document files when a child transfers from another school (such as school reports)
- Any updates to personal information, requested or provided by Parents and any general interaction or communication between Parents and the school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

### Storing pupil data

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which will be available on the school website. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through

other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a child benefiting from the school's services or a parent, as is appropriate, we will retain or securely destroy your personal information in accordance with applicable laws and regulations.

### Who we share pupil information with

We routinely share pupil information with third parties which includes third-party service providers (including contractors and designated agents), local authorities, regulatory bodies, schools and other entities within our group. The following third-party service providers process personal information about you for the following purposes:

- Our local authority – for funding and monitoring reasons (e.g. equal opportunities and uptake of funded hours)
- Regulatory bodies – for ensuring compliance and the safety and welfare of the children
- schools that the pupils attend after leaving us – to provide a successful transition by ensuring information about the child's progress and current level of development and interests are shared
- educational support services (for example the Specialist Teaching Team; Educational Psychologist Team)
- the Department for Education (DfE)

### Why we regularly 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. The legal guidance we work in accordance with when sharing information is **Article 6 GDPR: Subparagraph 1** and **Article 9 GDPR: Subparagraph 2**.

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### 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 parents and pupils 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 the school via email ([enquiries@uffingtonprimary.co.uk](mailto:enquiries@uffingtonprimary.co.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 have 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.

### Withdrawal of consent and the right to lodge a complaint

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the office. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law. If you are unhappy with our use of your personal data, please let us know by contacting the school office via email [enquiries@uffingtonprimary.co.uk](mailto:enquiries@uffingtonprimary.co.uk)

### Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in October 2025.

### Contact

If you would like to discuss anything in this privacy notice, please contact the school office via the contact information on our school website: <https://www.uffingtonprimary.co.uk/>

### How Government 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 (DfE) (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-mpd-privacy-notice/national-pupil-database-mpd-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'. 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>