



Stepney Greencoat

Church of England Primary School

Privacy Notice for Parents and Carers (How we use pupil information)

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

- personal information, such as a pupil's name, date of birth, unique pupil number, address and contact details
- parent and carer information, such as names, addresses, contact details, parental responsibility and emergency contact information
- characteristics, such as ethnicity, language, nationality and eligibility for free school meals
- attendance information, such as sessions attended, absences, absence reasons and punctuality
- relevant medical, health and welfare information needed to keep pupils safe and support them in school
- assessment, attainment and progress information
- special educational needs and disabilities (SEND) information
- behavioural, pastoral and safeguarding information
- information about looked-after or previously looked-after status, where relevant
- images, photographs or video where these are used for legitimate school purposes or where appropriate consent has been obtained
- information generated through the use of school IT systems, including filtering and monitoring information, where relevant

Why we collect and use this information

We collect and use pupil information to:

- support pupil learning, attainment and progress
- provide appropriate teaching, pastoral care and support
- meet pupils' medical, safeguarding, welfare and SEND needs
- monitor attendance, behaviour and engagement
- assess and improve the quality of our services
- keep pupils, staff and the school community safe
- manage the school and communicate with parents and carers
- meet our legal and statutory duties, including statutory data returns
- support research and statistical purposes where the law allows this
- protect and secure the school's IT systems and online environment

The lawful basis on which we use this information

We only collect and use personal data when the law allows us to. Most commonly, we process personal data because:

- we need to comply with a legal obligation
- we need it to perform a task carried out in the public interest or in the exercise of official authority
- we need to protect someone's vital interests
- we have obtained consent for a particular use, where consent is the appropriate lawful basis

Where we rely on consent, it can be withdrawn at any time. We will explain how to withdraw consent when we ask for it.

Some information we process is special category personal data, for example information about health, ethnicity, religion or certain safeguarding matters. Where we process this information, we also identify an

additional condition under data protection law that allows us to do so. Depending on the circumstances, this may include substantial public interest, health or social care purposes, protecting vital interests, or explicit consent where appropriate.

The Data (Use and Access) Act 2025 amends aspects of the UK data protection framework. It does not replace the UK GDPR or the Data Protection Act 2018. The school keeps its data protection arrangements under review to reflect current legal requirements.

Collecting pupil and parent/carers information

Most of the pupil information we collect is mandatory, but some information is provided voluntarily. When we ask for personal information, we will make clear whether it must be provided and, where appropriate, whether there is a choice.

We aim to collect only the personal information that is adequate, relevant and necessary for the purpose for which it is required.

Storing pupil data

We hold personal data securely and retain it only for as long as it is needed for the purpose for which it was collected, or for as long as we are required to keep it by law. Different categories of school records have different retention periods.

Further information about retention periods is contained in the school's records retention schedule. Records are securely deleted or destroyed when they are no longer required.

Who we share pupil information with

Where it is lawful and necessary to do so, we may share information with:

- schools or other education settings that a pupil attends after leaving us
- our local authority
- the Department for Education (DfE)
- health professionals and school nursing services
- social care, safeguarding and other relevant public authorities
- education, welfare and support services working with the pupil or family
- exam, assessment and education service providers where relevant
- our IT, management information, safeguarding, communications and other contracted service providers, where they process information on our behalf
- the police, courts or other bodies where we are legally required or permitted to share information

We do not routinely share personal information with third parties without a lawful basis. Where another organisation processes personal data on the school's behalf, appropriate data protection arrangements are put in place.

Why we share pupil information

We share information where this is necessary to meet our legal duties, provide education and support, safeguard children, administer the school and public services, or for another lawful purpose.

We are required to share certain pupil information with the local authority and the Department for Education through statutory data collections, including the school census. This information is used for purposes including school funding, education policy, accountability, statistics and research.

Department for Education data collections

The Department for Education collects personal information from schools and local authorities through statutory data collections. The legislation supporting each collection is set out in the relevant DfE census or data collection guidance.

Further information about school data collections is available at:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Some information provided to the Department for Education through statutory collections is used within the National Pupil Database. The NPD is owned and managed by the DfE and contains information about pupils in schools in England.

The DfE is responsible for how information in the NPD is used and shared. Current information about the NPD, including how the DfE processes and shares information, is available at:

<https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice>

Information about how the DfE shares personal data is available at:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

Filtering and monitoring

The school uses appropriate filtering and monitoring arrangements to help provide a safe digital and online environment. These systems may process information about the use of school devices, accounts, networks and internet services, including attempted access to blocked or potentially harmful content.

Depending on the system used, information processed may include a user or device identifier, IP address, date and time, search terms, websites or content accessed or attempted, and alerts generated by monitoring systems.

This information may be reviewed by authorised staff or relevant service providers for safeguarding, cyber security, acceptable-use and technical purposes. Any safeguarding concern identified through filtering or monitoring will be handled in accordance with the school's safeguarding procedures.

Automated decision-making and profiling

If the school uses solely automated decision-making or profiling in a way that produces legal effects or similarly significant effects for an individual, we will ensure that there is a lawful basis for doing so, appropriate safeguards are in place, and the individual is given the information and rights required by data protection law.

Requesting access to personal data

Individuals have the right to request access to personal information that the school holds about them. Parents also have a separate right of access to their child's educational record in accordance with education legislation, subject to the applicable rules and exemptions.

Requests should be made to the school in the first instance. The school may need to confirm the identity of the person making the request before information is released.

Your data protection rights

Depending on the circumstances and the lawful basis being used, data protection law gives individuals a number of rights. These include:

- the right to be informed about how personal data is used
- the right of access to personal data
- the right to have inaccurate or incomplete personal data corrected
- the right to erasure in certain circumstances
- the right to restrict processing in certain circumstances
- the right to data portability in certain circumstances
- the right to object to processing in certain circumstances
- rights relating to automated decision-making and profiling

These rights are not absolute and may not apply in every circumstance. The school will explain the position if a request cannot be fully met.

Concerns and complaints about the use of personal data

If you have a concern about the way the school is collecting or using personal data, please raise it with the school or the school's Data Protection Officer in the first instance. We will consider data protection concerns and complaints in accordance with our data protection procedures.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection:

- Website: <https://ico.org.uk/make-a-complaint/>
- Telephone: 0303 123 1113

Contact

If you would like to discuss anything in this privacy notice, or exercise a data protection right, please contact the school in the first instance.

Data protection contact currently stated by the school:

London Diocesan Board for Schools

Telephone: 020 7932 1161

The school should confirm that the above Data Protection Officer/contact details remain current before publication.