

YARDLEY WOOD COMMUNITY PRIMARY SCHOOL



Privacy Notice for Pupils and Parents

Summer 2025
To be reviewed summer 2026

Privacy notice for pupils and their families

Why do we collect and use pupil information?

Yardley Wood Community Primary School holds the legal right to collect and use personal data relating to pupils and their families. We may also receive information regarding them from their previous school, the Local Authority and/or the Department for Education.

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

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and eligibility for free school meals)
- Attendance information (such as sessions attended, number of absences, reasons for absences and any previous schools the pupil has attended)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs and disabilities (SEND) information
- Medical information (such as doctors information, health, allergies, medication and dietary requirements)
- Assessment information (such as national curriculum assessment results)
- Behavioural information (such as exclusions)

Why we collect and use this information

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To safeguard pupils
- To comply with the law regarding data sharing
- To meet legal duties placed on us by the government

The lawful basis on which we use this information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and

- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Collecting pupil information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR, 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.

We collect your personal information via the following methods:

- Registration forms
- Common Transfer File (CIT) from your previous school
- Child protection plans

Storing pupil data

Personal data relating to pupils at Yardley Wood Community Primary School and their families is stored in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely: data is only stored for as long as necessary to complete the task for which it was originally collected.

Who we share pupil information with

We routinely share pupil information with:

- The Local Authority
- The Department for Education (DfE)
- Schools that pupils attend after leaving us
- Schools / other education providers
- NHS
- Other Local Authorities
- Health and other professionals working with specific pupils

Information is often shared with operational systems that are essential for the School to function. In order for the school to use these operational systems effectively, it is necessary to share the following information; children's names, dates of birth, year group, addresses and parent/carers names and addresses and other relevant information. For a full list of these systems, please contact the school office.

Why we share pupil information

We do not share information about you with anyone without consent, unless the law and our policies allow us to do so.

We share pupil's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our Local Authority (LA) and the DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE 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. Information is held in electronic format for statistical purposes. It is securely collected from a range of sources including schools, LAs 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 and early years' 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.

To find out more about the NDP, go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The DfE is legally allowed to share pupils' personal information from the NDP with certain third parties who promote education or well-being of children in England. These may include:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of pupils
- Other government department and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to detecting a crime. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. The Data Protection Officer is responsible for overseeing data protection within the School so if you do have any questions in this regard, please do contact them on the information below: -

Data Protection Officer: Craig Stilwell Company: Judicium Consulting Ltd

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Telephone: 0203 326 9174

If you would prefer to contact someone within the school, please contact:

School Business Manager: Charlotte Mills

Email: c.mills@ydlywood.bham.sch.uk

Telephone: 0121 675 2456

You have specific rights to the processing of your data, including the right to:

- Object to the processing of your information 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
- Seek compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Please be aware that requests for information (including subject access requests) that are made just before or during the summer holidays will be dealt with when we return to school in the autumn term.