

Purley Church of England Primary School



PRIVACY NOTICE FOR PUPILS AND THEIR FAMILIES IN OUR SCHOOL

Reviewed February 2026

Purley Church of England Primary School is the Data Controller of the personal information parents and pupils provide to us. This means the school determines the purposes for which and the manner in which any personal data relating to pupils and their families is to be processed.

In some cases your data will be outsourced to a third party processor. This will only be done with your consent unless the law requires the school to share your data. Where the school outsources data to a third party processor the same data protection standards that Purley CofE Primary School upholds are imposed on the processor.

Why do we collect and use pupil information?

Purley CofE Primary School holds the legal right to collect and use personal data relating to pupils and their families and we may also receive information regarding them from their previous school, Local Authority and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following: e process personal data under the following lawful bases:

- Article 6(1)(c) – legal obligation
- Article 6(1)(e) – public task
- Article 6(1)(b) – contract (where applicable)

Where special category data is processed, this is done under Article 9(2)(g) and/or Article 9(2)(h).

- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

Which data is collected?

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

- Personal information (such as name, unique pupil number, date of birth, home address and home contact information)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as optional tests results, national curriculum assessment results)
- Relevant medical information
- Information relating to Special Educational Needs and Disabilities (SEND)
- Behavioural information (such as number of exclusions)

Collecting pupil information

Whilst the majority of pupil information you provide to us or recorded by us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. Where consent is required the school will provide you with specific information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data is retained in line with the school's Records Management Policy and retention schedule, which sets out how long different categories of data are kept before secure disposal.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that our pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the NHS (such as school nurses, optometrists)

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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. To find out more about the data collection requirements placed on us by the Department for

Education (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 DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research and 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 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 NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

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

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

What are your rights?

Under UK GDPR, individuals have the right to:

- request access to their personal data
- request rectification of inaccurate data
- request erasure in certain circumstances
- request restriction of processing
- object to processing where applicable
- lodge a complaint with the Information Commissioner's Office (ICO)

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. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer.

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 <https://ico.org.uk/concerns/>

Contact Information:

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data manager or data protection officer: Our Data Manager is the Headteacher – office@purley.w-berks.sch.uk

Our Data Protection Officer (DPO) is Gerard Strong, provided via West Berkshire Council.

The DPO can be contacted by email at: gerard.strong1@westberks.gov.uk

or by telephone on: 07500 785950.

To make a subject access request, please contact the Data Protection Officer using the details above. Requests may be made in writing or by email.