



Crowmarsh Gifford C of E Primary School & Pre School

Care, Grow, Persevere, Shine

Privacy Notice for Parent (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils.

We, **Crowmarsh Gifford C of E Primary School**, are a data controller for the purposes of the General Data Protection Regulation. We collect and hold personal information from you about your child and may receive information about your child from their previous school, the Local Authority, the Department of Education (DfE) and the Learning Records Service.

The categories of pupil information that we process:

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address, date of birth, gender and siblings in the school)
- 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 doctor's 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 end of Key Stage 1 and phonics results, results of internal assessments)
- behavioural information (such as exclusions and any relevant alternative provision put in place) • trips and activities
- photographs/videos
- identity management/authentication
- CCTV images captured in school We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and use pupil information The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

Headteacher: Mrs V Eaglen **Assistant Headteacher:** Mrs K Lucas
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We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment and progress
- c) to provide appropriate pastoral care
- 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 DfE data collections
- g) to administer admission waiting lists
- h) to comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Article 6.1.e states that the use of personal data is justified if 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'. In this instance, the requirement for the school to deliver education under the Education Act (1996) requires us to collect information to deliver this service.
- Article 9 covers the use of sensitive personal information (this includes health and social care information). This is justified either by article 9.2.a (consent from the data subject) or article 9.2.e (processing is necessary for the purposes of preventive or occupational medicine, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services).

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.



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How we collect pupil information

We obtain pupil information via registration forms when they start at the school. In addition, when a child joins us from another school we are sent a secure file containing relevant information. We also collect information via Microsoft online forms.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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 and we will tell you what you need to do if you do not want to share this information with us.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. Our records retention schedule sets out how long we keep information about pupils. Our records retention schedule can be found on the school pages of our website in the 'policies and procedures' tab.

Data is held in secure, locked filing cabinets/cupboards. These can only be accessed via approved personnel. More information about the safe use of data within the setting can be found in our Data Protection Policy.

Who we share pupil information with

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- schools that the pupils attend after leaving us
- our local authority - (see below)
- the Department for Education (DfE) – (see below)
- school governors (this is anonymised)
- the NHS – to ensure they have the information necessary to perform a public task
- other parties where there is a legal basis for doing so
- School nurse
- Social Services - to enable efficient communication that is in the public interest or which keeps pupils safe



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- The pupil's family and representatives – to enable efficient communication that is in the public interest or which keeps pupils safe
- Educators and examining bodies – to fulfil our statutory obligations with The Department for Education
- Our regulator Ofsted – to fulfil our legal obligations
- Suppliers and service providers – to run the school efficiently in the public interest and fulfil our contract with them
- Health and social welfare organisations – to enable efficient communication that is in the public interest or which keeps pupils safe
- Professional advisers and consultants – necessary to run the school effectively in the public interest
- Police forces, courts, tribunals – sometimes we are required to share data by law and sometimes because it is in the public interest to do so
- Emergency services – to carry out our public duty or where it is in the pupil's vital interest
- E-visit planning, to ensure that trips are planned, risk assessed and approved. The only other people with access to that data are the Education Off-Site Visits Officer for OCC on behalf of OCC and QES Ltd. (software company) both of whom are governed by comprehensive privacy policies.

Department for Education

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:

Examples for school census:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Examples for Assessment and Reporting Arrangements: EYFSP - Section 40(2)(a) of the Childcare Act 2006 (Learning and Development Requirements) Order 2007 (S.I. 2007/1772) KS1 (including phonics) - section 87 of the Education Act 2002.

Article 9 of The Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) Order 20042 KS2 - section 87 of the Education Act 2002.

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Article 11 of The Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 20032

All data is transferred securely and held by 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.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels.

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 Donna Evans, School Business Manager, devans3200@crowmarsh-gifford.oxon.sch.uk.

Depending on the lawful basis above, you may 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; and a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with the Business Manager or Head teacher in the first instance, with our Data Protection Officer or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

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Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Donna Evans, the School Business Manager on devans3200@crowmarsh-gifford.oxon.sch.uk. Contact.

If you would like to discuss anything in this privacy notice, please contact: Donna Evans, School Business Manager, devans3200@crowmarsh-gifford.oxon.sch.uk or our Data Protection Officer, antonia.noble@icloud.com.

How Government uses your data

The pupil data that we lawfully share with the 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 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)
- 6 Data collection requirements 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/datacollection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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 Department. 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. To find out more about the NPD, go to <https://www.gov.uk/government/publications/nationalpupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England

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- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's 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 DfE to request access to individual level information relevant to detecting that crime.

Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department 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/dfeexternal-data-shares>

How to find out what personal information

DfE hold about you Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below: <https://www.gov.uk/government/organisations/department-for-education/about/personalinformation-charter>

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

This statement was reviewed and updated in September 2025