Ladygrove Primary School and Nursery

Privacy Notice for Students/Parents/Carers

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' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about pupils and their parents/carers.

We, Ladygrove Primary School, and Nursery, are the 'data controller' for the purposes of data protection law.

The categories of pupil information that we process include:

- Personal identifiers and contacts (such as name, unique pupil number, date of birth, 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)
- Details of any support received, including care packages, plans and support
- 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 key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Record of pupil's attendance on trips and other activities
- Photographs
- The school uses AI to support its education provision. All AI used to process personal data is assessed prior to use and a Data Protection Impact Assessment completed. AI will not be used to make any automated decisions, and a staff member will always review AI output and make any decisions using the AI generated information as support to making the decision.

We may also hold data about pupils that we have received from other organisations, including schools, local authorities and the Department of Education.

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

- Contact Details and contact preferences
- Family Links
- Parent/carer details

Why we collect and use pupil information

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

a) Contact Parents/ Carers to support their child.
b) To support pupil learning
c) Protect Pupil welfare
d) To monitor and report on pupil attainment progress
e) To provide appropriate pastoral care
f) To assess the quality of our services
g) To keep children safe (food allergies, or emergency contact details)
h) Carry out research
i) Comply with the law regarding data sharing
j) To meet the statutory duties placed upon us for the Department for Education (DfE) data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of supporting pupil learning, providing appropriate pastoral care and supporting pupil health and wellbeing and keeping children safe in accordance with the legal basis of consent.
- for the purposes of monitoring and reporting on pupil attainment process, supporting pupil learning, providing appropriate pastoral care and supporting pupil health and wellbeing, keeping children safe and to meet the statutory duties placed upon us for DfE data collections in accordance with the legal basis of legal obligation.
- for the purposes of providing appropriate pastoral care and supporting pupil health and wellbeing and to keep children safe in accordance with the legal basis of vital interests.
- for the purposes of supporting pupil learning, monitoring and reporting on pupil attainment process, providing appropriate pastoral care and supporting pupil health and wellbeing, keeping children safe, meeting the statutory duties placed upon us for DfE data collections and to assess the quality of our services in accordance with the legal basis of public task.

In addition, concerning any special category data:

- conditions a, c, f, h, i and j of GDPR - Article 9 where:

(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

(c) processing is necessary to protect the vital interests of the data subject or of another person where the data subject is physically or legally incapable of giving consent.

(f) processing is necessary for the establishment, exercise or defense of legal claims or whenever courts are acting in their judicial capacity.

(h) processing is necessary for the purposes of preventative medicine, medical diagnosis, the provision of health or social care systems and services.

(i) processing is necessary for reasons of public interest in the area of public health.

(j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Collecting pupil information

We collect pupil information via a registration form when a child starts school. If a pupil transfers from another school a registration form is completed and their data is transferred to ourselves via a Common Transfer File (CTF) using the DfE's secure website.

We also use a Child Protection Online Management System (CPOMS) to record safeguarding information.

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 hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please refer to our Record Management Policy and/or contact the school office.

Ladygrove Primary School keeps information about pupils on computer systems and also sometimes on paper.

We hold pupils' education records securely until they change schools. Pupils' records will then be transferred to their new school, where they will be retained until the person reaches the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data is you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy, or we are legally required to do so.

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.

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The pupil's family and representatives
- The Department for Education (DfE)
- Our Regulator -Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Educators and examining bodies
- Survey and Research Organisations
- Our auditors
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations

- Police forces, courts, tribunals
- Professional bodies

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.

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 DfE under a combination of software and hardware controls, which meet the current https://www.gov.uk/government/publications/security-policyframework

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 Selina Mahy School Business Manager A2168@taw.org.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/

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

How Government uses your data

The pupil data that we lawfully share with the 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/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 (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 Department for Education (DfE).

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/national-pupildatabase-user-guide-and-supporting-information

Sharing by the Department for Education (DfE)

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 Data Protection Act 2018, 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-informationcharter

To contact the Department for Education (DfE): https://www.gov.uk/contact-dfe

Withdrawal of consent and the right to lodge a complaint

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 Selina Mahy, School Business Manager, email address A2168@taw.org.uk

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

• Report a concern online at https://ico.org.uk/concerns/
• Call 0303 123 1113 • Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please ask a member of our office team, or email our Data Protection Officer at

LIG-htLegalandIG@telford.gov.uk

Our Data Protection Officer is Rob Montgomery – Head of Governance, Audit & Procurement, SDU: Policy & Governance, Telford & Wrekin Council.
Phone: 01952 383103
Email: Robert.Montgomery@telford.gov.uk
Mobile: 07970 334500
Website: www.telford.gov.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

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 on 27th April 2026