



## Federation Privacy notice – Pupile (Parents and Carers - notice of how we use your child’s data)

| Author, date and title        | Reviewed on | Next review due date | Statutory Requirement |
|-------------------------------|-------------|----------------------|-----------------------|
| Sarah Flack<br>September 2026 |             | September 2028       |                       |

***As a Federation with a values ethos, Shillington Lower and Stondon Lower ensures that all its policies, principles and practices reflect this.***

***We are committed to recognising, valuing and respecting the diversity of our schools’ communities. We adhere to the Local Authority’s Equal Opportunities Policy and the Equality Duty 2010. We welcome all members of the schools’ communities irrespective of race, ethnic or national origins, religious and political beliefs, gender, disability, sexuality, age, marital status and linguistic ability. We will ensure equality and value diversity, and address any unfair treatment, discrimination and prejudice.***

***All our schools’ policies include the Pixie class (Shillington) and the before and after school club (at both schools).***

Head Teacher:

Date:

Head Teacher:

Date:

Chair of Governors:

Date:

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## 1. Introduction

Under UK data protection law, individuals have a right to be informed about how our 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 attending Shillington Lower School or Stondon Lower School**.

We, the Federation of Shillington and Stondon Lower Schools, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is **Paula Creighton** (see 'Contact us' below).

## 2. The personal data we collect and hold

We obtain pupil information when children are admitted to the school through our new starter forms. We also collect any changes to pupil information through update forms during the academic year, usually in the Autumn term, as part of our data administration process to keep the information we hold as up-to-date as possible.

We also collect information through secure file transfers, which contain relevant information (eg name, date of birth, attendance details) along with any child protection plans about our new pupils from their previous settings.

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

- Contact details, date of birth, identification documents
- Contact information for parents and other contact names and telephone number for use in cases of emergency
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Attendance information
- Safeguarding information (such as court orders, professional involvements and contact with non-resident parents)
- Details of any support received, including care packages, plans and support providers
- Information about your child's use of our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Medical information, such as GP surgery details any medical conditions we need to be aware of, including physical and mental health, prescribed medication and dietary requirements
- Photographic and CCTV images captured in school
- Characteristics, such as ethnic background or special educational needs

We may also hold data about your child that we have received from other organisations, including other schools and social services.

### **3. Why we use this data**

We use the data listed above to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- To meet legal duties placed on us by the Government
- Comply with the law regarding data sharing
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

#### **3.1 Use of data for ‘marketing’ and emergency purposes**

We use parent/carer contact information to:

- Email parents/carers for the purpose of notification of school events, share pupil school work and various reports relating to the pupil life at the school
- Email parents/carers promoting local services and charitable causes that may be of interest to them
- Telephone parents/carers in case of emergency or other matters relating to the safety of the child

#### **3.2 Use of your child’s personal data in automated decision making and profiling**

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

#### **3.3 Use of your child’s personal data for filtering and monitoring purposes**

While your child is in our school, we may monitor their use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. Safeguarding policy, IT acceptable use agreement) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
- Protect your child’s welfare

## **4. Our lawful basis for using this**

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school (Article 6(1)(e))
- in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law (Article 6(1)(c))
- in accordance with the 'consent' basis – we will obtain consent from you to use your personal data (Article 6(1)(a))
- in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation (Article 6(1)(d))
- in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us (Article 6(1)(b))
- in accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason (Article 6(1)(f))

As a parent/carer, you cannot decline a data collection but you have the right to decline providing information for self-declared data items by selecting the 'Refused' option eg Ethnicity

There are certain personal data items (eg photographs) which we collect on the legal basis of legitimate interest. We will ask you for your explicit consent about how these data items can be used if the purpose extends beyond holding the data within our data management information system (eg photographs on our school's website)

As a parent/carer, you can change your decision to grant or withdraw consent at any time.

If at any point in the future, we seek to use any previously collected information for another purpose, we will ask for your explicit consent to do so.

### **4.1 Our basis for using special category data**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law

- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## **5. Collecting this data**

While the majority of information we collect about your child is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

## **6. How we store this data**

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our Data Retention Schedule sets out how long we keep information about pupils. This can be obtained on request from the School Office

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer need it.

## **7. Who we share data with**

We do not share information about your child 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 UK data protection law), we may share personal information about your child with:

- Our local authority, Central Bedfordshire Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- School that you go to after leaving us
- Our regulator, Ofsted
- Suppliers and service providers:
- Alliance in Partnership
- Cool Milk
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

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

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with third parties, such as other organisations which promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data.

For more information, see the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

## **8. Your rights**

### **8.1 How to access personal information that we hold about your child**

You have a right to make a 'subject access request' to gain access to personal information that we hold about your child.

If you make a subject access request, and if we do hold information about your child, we will (subject to any exemptions that apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your child's personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

## **8.2 Your right to access your child's educational record**

Parents, or those with parental responsibility, also have the right to access their child's educational record (which includes most information about a pupil). This right applies as long as the pupil is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

To make a request, please contact the Head Teacher.

## **8.3 Your other rights regarding your child's data**

Under UK data protection law, you have certain rights regarding how your child's personal data is used and kept safe. For example, you have the right to:

- Object to our use of your child's personal data
- Prevent your child's data being used to send direct marketing
- Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact us (see 'Contact us' below).

## 9. 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.

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

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

**Paula Creighton**  
**Sptcompliance.co.uk**