



## Crockham Hill C E Primary School

*Sowing the seeds to give our children the best possible start to the rest of their lives.*

### Privacy Notice – Pupils and Families

|                                         |                     |
|-----------------------------------------|---------------------|
| <b>Review Body:</b>                     | Full Governing Body |
| <b>Leadership Group Responsibility:</b> | Headteacher         |
| <b>Type of Policy:</b>                  | Statutory           |
| <b>Review Period:</b>                   | Annually            |
| <b>Reviewed:</b>                        | Summer 2026         |
| <b>Next Review:</b>                     | Summer 2027         |

Approved by the Full Governing Body on 9<sup>th</sup> July 2026

This policy supports our values of Respect. It has been adopted so that all members of our community know how we expect members of staff to keep and use the data we hold. This supports our Christian vision by help us to make our school safe for our children.

**RESPECT** **EMPATHY** **RESILIENCE** **ASPIRATION**

## Who Processes Your Information?

Crockham Hill CE Primary School is the **Data Controller** for the personal information that we hold about pupils and their families. This means that the school determines how and why personal information is processed.

The school works with a number of carefully selected organisations that process information on our behalf, such as educational software providers, school administration systems and other service providers. Where this occurs, appropriate contracts and safeguards are in place to ensure that personal information remains secure and is processed in accordance with data protection legislation.

The school's Data Protection Officer (DPO) is provided by **Satswana Ltd**.

### Data Protection Officer

Satswana Ltd

Email: [admin@satswana.com](mailto:admin@satswana.com)

Telephone: 01252 759177

The DPO's role is to oversee and monitor the school's data protection procedures and ensure compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## Why Do We Collect and Use Your Information?

Crockham Hill CE Primary School collects and uses personal information relating to pupils and their families in order to carry out its responsibilities as a school and to provide education and support for pupils.

We collect information from parents and carers directly, as well as from previous schools, local authorities, health services and the Department for Education (DfE) where appropriate.

We use personal information to:

- Support pupil learning and development.
- Monitor and report on pupil progress and attainment.
- Provide pastoral care and safeguarding support.
- Assess the quality and effectiveness of our services.
- Manage admissions, attendance and behaviour.
- Meet statutory and legal requirements.
- Support children with medical needs and special educational needs.
- Communicate effectively with families.
- Ensure the safety and wellbeing of pupils.

## Our Lawful Basis for Processing

Under the UK GDPR, the school processes personal information under one or more of the following lawful bases:

- **Article 6(1)(c)** – Processing is necessary for compliance with a legal obligation.
- **Article 6(1)(e)** – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.
- **Article 6(1)(a)** – Consent, where specific consent is required.
- **Article 9(2)(g)** – Substantial public interest.
- **Article 9(2)(h)** – Health and social care purposes.

Relevant legislation includes, but is not limited to:

- The Education Act 1996
- The Children Act 1989 and 2004
- Keeping Children Safe in Education
- The Education (Information About Individual Pupils) (England) Regulations 2013

## Which Information Do We Collect?

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

### Personal Information

- Names
- Addresses
- Dates of birth
- Unique pupil numbers
- Contact details for parents and carers

### Characteristics

- Ethnicity
- Language
- Nationality
- Country of birth
- Free School Meal eligibility

### Attendance Information

- Attendance records
- Absence reasons
- Punctuality information

## **Assessment and Educational Information**

- Attainment and progress data
- National curriculum assessments
- Teacher assessments
- Reports and records relating to learning

## **Medical and Welfare Information**

- Medical conditions
- Allergies
- Dietary requirements
- Information relating to health and wellbeing

## **SEND Information**

- Special educational needs information
- Education, Health and Care Plans (EHCPs)
- Support plans and interventions

## **Behaviour and Safeguarding Information**

- Behaviour records
- Exclusion information
- Safeguarding and child protection records where necessary

## **Photographs and Videos**

- Images and recordings used in accordance with parental permissions and school policies

Whilst much of the information we collect is required by law or necessary for us to fulfil our duties as a school, some information is provided voluntarily. Where consent is required, we will explain clearly why the information is needed and how it will be used.

## **How Long Do We Keep Information?**

The school does not keep personal information indefinitely.

Records are retained in accordance with the school's Data Protection Policy and the Information and Records Management Society (IRMS) Schools Records Retention Schedule.

Information is securely destroyed when it is no longer required.

## **Will My Information Be Shared?**

The school is required by law to share certain information with external organisations, including:

- The Department for Education (DfE)
- Kent County Council
- The National Health Service (NHS)
- Schools and educational settings that pupils transfer to
- Examination and assessment bodies where applicable
- Other organisations where required by law or necessary to safeguard children

## **National Pupil Database (NPD)**

The Department for Education collects information about pupils through statutory data collections, including the school census.

Some of this information is stored in the National Pupil Database (NPD). The DfE may share information from the NPD with approved organisations for purposes including:

- Research
- Statistical analysis
- Policy development
- Promoting the education, wellbeing and safety of children

The DfE has robust procedures in place to ensure that personal information remains secure and confidential.

Further information can be found on the Department for Education website.

The school will not share personal information with other organisations unless we have a lawful basis for doing so.

## **Your Rights**

Under the UK GDPR, individuals have a number of rights regarding their personal information.

These include the right to:

- Be informed about how information is used.
- Request access to personal information.
- Request that inaccurate information is corrected.
- Request that information is erased in certain circumstances.
- Request that processing is restricted.
- Object to processing in certain circumstances.
- Request the transfer of information where applicable.

- Withdraw consent where processing is based on consent.

To exercise any of these rights, please contact the school's Data Protection Officer.

## **Raising Concerns**

If you have any concerns about how the school collects, stores or uses personal information, please contact the Data Protection Officer in the first instance.

You also have the right to make a complaint to the Information Commissioner's Office (ICO):

### **Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113

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

## **Further Information**

Further information about how the school processes personal information can be found in the school's Data Protection Policy, which is available on the school website or from the School Office.

If you have any questions regarding this Privacy Notice, please contact the Headteacher or the school's Data Protection Officer.

be happy to help you.