



KINTBURY ST. MARY'S
CE PRIMARY SCHOOL

Our Christian values of hope, friendship and respect support our caring ethos. With our rich and diverse curriculum these underpin our belief that everyone in our school community can develop a sense of self and understanding of their place in our world in order to achieve and flourish throughout life.

'Love thy neighbour as thyself' Luke 10:25-37

Privacy Notice for Pupils

Approved by: The Governing Body

Date: 21st January 2026

Previous Review Date: Spring 2025

Next Review date: Spring 2027

Kintbury St Mary's C of E Primary School

Privacy Notice (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 legislation 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, Kintbury St Mary's C E Primary School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer can be contacted via the School Office (see 'Contact us' below).

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

- Personal information (such as name, unique pupil number and address)
- Contact Details
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment Information
- Relevant medical Information
- SEN - Special Educational Needs Information
- Details of any additional support received (including care packages, plans and support providers)
- Exclusions / behavioural Information
- Safeguarding Information
- Travel Arrangements to school
- Annual School Reports
- School Registration Form
- 'Authorised to Collect' consent
- Photo Consent
- Offsite Consent / Club consent

Some information listed above is processed on the basis of consent. Where this applies, consent will be sought separately and can be withdrawn.

The list is not exhaustive; 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 this information

We use the pupil data:

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

The lawful basis on which we use this information

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- Legal Obligation: For example, sharing attendance data with the local authority.
- Public Task: For example, using assessment information to track pupil progress.
- Vital Interests: For example, providing necessary medical information during a health emergency.

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 vital 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.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK 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.

Storing pupil data

We hold pupil data until the child moves on to another school - the data will then be transferred to the next school or in certain circumstances to our Local Authority. If there has been a major incident involving a pupil at Kintbury St Mary's CE Primary School, we will keep records pertaining to this incident for 25 years from the pupil's DOB. This retention period reflects safeguarding requirements and statutory limitation periods.

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
- NHS and School Nurse Team
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education

- The pupil's family and representatives
- Educators and examining bodies
- Our regulators Ofsted & The Oxford Diocese
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Our auditors
- Survey and research organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

All external organisations and contractors handling pupil data are bound by strict data protection agreements to ensure full GDPR compliance.

Why we share pupil information

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.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) as part of statutory data collections such as the school census.

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 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. 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.

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>.

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

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 the Data Protection Officer, School Office, Kintbury St Mary's CE Primary School.

You 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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us (through the School Office) in the first instance. You may complain directly to the ICO if you are dissatisfied with the school's response. You can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113 or write to Information Commissioners' Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Contact us

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer, School Office, Kintbury St Mary's C of E Primary School
Email: Gerard.Strong1@westberks.gov.uk