



# Privacy Notice for Pupils and their Families

Date Approved	
Review Date	
Approved by which committee	
Chair of Committee Signature	

<i>Admin use only</i>	
Location	
Website	
Learning Platform	
Policies File	
Staff room	
Headteacher's File	
Policies Log updated	





## School Privacy Notice for Pupils and Their Families

### What is a Privacy Notice?

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how Loxdale Primary School uses information about its pupils and their families. If you can be identified from the information we hold, then this is known as "personal data".

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

### Who processes your information?

Loxdale Primary School is a "data controller". This means that the school is responsible for deciding how to use personal data we hold about you. When your information is collected, used, shared, or destroyed, this is called "processing".

Your information is mainly used in school, by our staff, to support teaching and learning and to help us undertake our responsibilities in keeping children safe.

All staff at Loxdale receive data protection training so that they understand how to use personal data appropriately.

Where we choose to share your information with people who provide essential systems and services to the school, we ensure that the same data protection standards are in place. If sharing your information with service providers is not essential, we will always ask for your consent (permission) before this takes place.

The school has a Data Protection Officer (provided by Services 4 Schools Ltd). Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with data protection legislation. The data protection officer can be contacted by emailing [DPO@loxdaleprimaryschool.co.uk](mailto:DPO@loxdaleprimaryschool.co.uk)

### Why do we collect and use your information?

Most of the information we collect about pupils and their families is used to help perform our duties as a public authority. These include:



- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of the services we provide
- To keep children safe (food allergies, health conditions, or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections
- To help assess Free School Meal entitlement

We also use personal data where it is necessary to meet the legal responsibilities set out in data protection legislation, other UK law and regulation that applies to schools. These include the following:

- The Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Education Act 2011
- Section 3 of The Education (Pupil Information) (England) Regulations 2005
- Keeping Children Safe in Education 2021 regulations

We may also need to share your personal data with other official bodies, or organisations where we are required to by other UK law.

If we would like to use your information for another reason, then we will ask for your permission (consent) before doing so. When we ask for consent, we will explain what your information will be used for, by who and what choices you have about how it is used.

### **Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, religion)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and health (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 end of key stage assessments, phonics tests)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and educational activities
- catering and school meal management (free school meal eligibility, pupil premium status)

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to



provide this data or if your consent is needed.

### How long is your data stored for?

Personal data relating to pupils at Loxdale and their families, is stored in line with the school's retention policy. The school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### Will my information be shared?

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.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Loxdale Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school Census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

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.

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.

### Who we routinely share pupil information with:

- Pupils' destinations upon leaving the school
- The Local Authority- Wolverhampton City Council
- The NHS (including the School Nursing Service, School Psychology Service, Speech and Language Therapists)
- Other agencies i.e Social Care, Police, Public Health England
- The systems we use to manage pupil information (ESS SIMS, DCPRO, CPOMS)
- The systems we use to help communicate with parents (Teachers 2 Parents, Report Box)
- The systems we use to help manage school finance (ESS FMS, HCSS)
- The cashless payments systems available to parents (School Money)
- Our door entry system (Entrysign)
- The systems and resources we use to help deliver the curriculum
- The online software we use to help us manage visit and health & safety (Evolve)



- Our data management support providers (Services4Schools)
- Our ICT support providers (Wolverhampton City Council)

The information that we share with these parties includes the following:

- Personal information - names, addresses, dates of birth, gender, contact details
- Pupil assessments- End of Key Stage assessment and results
- Attendance Information - number of absences at school
- Relevant medical information
- Information relating to SEND
- Behavioural information - number of exclusions

### What are your rights?

Under UKGDPR, 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 our Data Protection Officer by email at [DPO@loxdaleprimaryschool.co.uk](mailto:DPO@loxdaleprimaryschool.co.uk), or by writing to Loxdale Primary School, Dudley Street, Bilston, WV14 OAU. Please address letters: **For the attention of the Data Protection Officer**

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 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/>

### Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website <https://www.loxdaleprimaryschool.co.uk/> or download our Data Protection Policy.

### Monitoring and review

This Privacy Statement is monitored by the Governing Board, and will be reviewed annually.

**Signed:**

**Date:**