

# PRIVACY NOTICE FOR PUPILS & PARENTS

July 2024  
Adapted from Judicium Consulting Ltd policy

**Privacy Notice for Pupils & Parents**  
**Jubilee Primary School**

Jubilee Primary School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (GDPR), section 53A of the Education Act 1996 and section 83 of the Children Act 1989.

**Who Collects This Information**

Jubilee Primary School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about pupils and parents.

**The Categories of Pupil Information That We Collect, Process, Hold and Share**

We may collect, store and use the following categories of personal information about you:

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance data (such as sessions attended, number of absences and reasons for absence);
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including ethnicity, relevant medical information, special educational needs information);
- Images of pupils (tagging in school activities, and images captured by the School's CCTV system);
- Information about the use of our IT, communications and other systems, and other monitoring information.

**Collecting This Information**

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

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

**How We Use Your Personal Information**

- We hold pupil data and use it for:
- Pupil selection (and to confirm the identity of prospective pupils and their parents)
  - Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
  - Informing decisions such as the funding of schools;
  - Assessing performance and to set targets for schools;
  - Supporting pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
  - Support teaching and learning
  - Going and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
  - Managing internal policy and procedure;
  - Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
  - To carry out research projects for diversity purposes;
  - Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
  - Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
  - Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
  - Making use of photographic images of pupils in school publications, on the school website and on social media channels;
  - Security purposes, including CCTV; and
  - Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

**The Lawful Basis On Which We Use This Information**

- We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:
- Consent: the individual has given their consent to process their personal data for a specific purpose;
  - Contract: the processing is necessary for a contract with the individual;
  - Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
  - Vital interests: the processing is necessary to protect someone's life.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

- Public, such as the processing necessary to perform its task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996 for Departmental Circulars 3 times a year. [More information can be found at www.gov.uk/government/uploads/attachmentes](#)

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

**Sharing Data**

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with:

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education Information About Individual Pupils (England) Regulations 2012;
- Ofsted;
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services and Wellbeing and Mental Health in Schools (WAMHS));
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisers such as lawyers and accountants;
- Support services (including insurance, IT support, information security);
- Providers of learning software such as (e.g. [Puffin](#) and [Spelling Shed](#)); and
- The Local Authority;
- Youth support services - under section 507B of the Education Act 1996, we enable them to provide information regarding training and careers as part of the education or training of 13-17-year-olds;
- Other schools within the Federation/Trust;

Information will be provided to those agencies securely or anonymised where possible. The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the UK and the EU. If we do, you can expect a similar degree of protection to respect of your personal information.

**Electronic Data**

All copies of software we would like to use your information as part of an automated (and electronically operated) recognition system. This is for the purposes of [Identify what](#)

subject to a right of access, being stored. The information that we wish to use is referred to as 'personal information'. This data will only be processed since we have obtained appropriate consent. For further information in relation to this, please see our 'Data Retention Policy'.

**Consented (PPE) Processors should be listed in our Appendix 2.**

**Automated Decision Making**

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances. Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

**Retention Periods**

Except as otherwise permitted or required by applicable law or regulation, the school only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required by any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Information about how we retain information can be found in our Data Retention policy.

**Security**

We have put in place measures to protect the security of your information (i.e. against it being accessed by, used or accessed in an unauthorised way).

**Storing Pupil Data**

The School keep information about pupils on computer systems and sometimes on paper.

Except as required by law, the School only retains information about pupils for as long as necessary in accordance with obligations imposed by law and our internal policy. Full details on how long we keep personal data for is set out in our data retention policy.

**The National Pupil Database**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational

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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 2011.

To find out more about the NPD, go to [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/346696/education-information-about-individual-pupils-2011.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/346696/education-information-about-individual-pupils-2011.pdf)

The department may share information about our pupils from the NPD with third parties who process the education or well-being of children in England for:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/346696/education-information-about-individual-pupils-2011.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/346696/education-information-about-individual-pupils-2011.pdf)

For information about which organisations the department has provided pupil information, (and for which purpose), please visit the following website: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/346696/education-information-about-individual-pupils-2011.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/346696/education-information-about-individual-pupils-2011.pdf)

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

**Responsible 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 education record, contact the head teacher (Norma Mawes).

© Crown Copyright (Department for Education), Data from School and Learning Record Keeping (Parents Access for Pupils and Teachers)

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 purposes 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 damage caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact the head teacher (Norma Healey) in writing.

We may need to request specific information from you to help us confirm your identity and secure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

**Right To Withdraw Consent**

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the head teacher (Norma Healey). Once we have received confirmation that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

**Contact**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the head teacher (Norma Healey) in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and privacy notices. If you have any questions about how we handle your personal information which cannot be resolved by the head teacher (Norma Healey), then you can contact the DPO on the details below:

Data Protection Officer: Judicium Consulting Limited  
Address: 21 Canon Street, London, EC4N 4AE  
Email: [dataprotection@judicium.com](mailto:dataprotection@judicium.com)  
Web: [www.judiciumconsulting.co.uk](http://www.judiciumconsulting.co.uk)  
Lead Contact: Craig Sawell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

**Changes To This Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.