

Lindridge St Lawrence CE VA Primary School and Nursery

'Discovering life in all its fulness', John 10.10b



Privacy Notice: How We Use Pupil Information Academic Year: 2023–24

Summary

This notice explains how and why we collect, use, store, and share information about pupils at our school. We collect data to support learning, monitor progress, provide care, and meet legal obligations. Information is shared only when necessary and in line with data protection laws. Parents and pupils have rights regarding their data, including access and correction. For any concerns or questions, please contact the school office.

Categories of Pupil Information We Collect

We collect, hold, and share the following types of information:

- Personal details: Name, address, unique pupil number.
- Characteristics: Ethnicity, language, nationality, country of birth, free school meal eligibility.
- Attendance: Sessions attended, absences, reasons, exclusions.
- Performance: Assessment results, Special Educational Needs (SEN).
- Medical: Relevant health information affecting support or performance.

Why We Collect and Use This Information

We use pupil data to:

- Support learning and monitor progress.
- Ensure continuity in achievement.
- Provide pastoral and personal care.
- Assess the quality of our services.
- Comply with legal data-sharing obligations

Legal Basis for Using This Information

We process pupil data under:

- Article 6(c): Legal obligation.
- Article 6(f): Legitimate interest in fulfilling school duties.
- Article 9: Special category data (e.g. ethnicity, religion) under the Education Act 1996.
- Consent: Requested via our Home/School Agreement for specific uses.

Collecting Pupil Information

Most pupil information is mandatory. Where data is optional, we will inform you and seek your consent.

Storing Pupil Data

- Pupil data is held for the duration of their time at school.
- Assessment data is retained for 7 years after they leave.

Who We Share Pupil Information With

We routinely share data with:

- Schools pupils attend after leaving us.
- Worcestershire Local Authority.
- Department for Education (DfE).
- Support agencies (with parental consent), e.g. school nurse, educational psychologist.

Why We Share Pupil Information

We only share data without consent when legally required. Sharing with DfE supports funding, policy, and monitoring.

National Pupil Database (NPD)

- Managed by DfE.
- Stores data from schools, LAs, and awarding bodies.
- Used for research, statistics, and policy development.
- Shared with approved third parties under strict conditions.

More info:

- NPD Guide
- Data Protection & Research
- Requests Received

Your Rights

Under data protection law, you have the right to:

- Request access to your or your child's data.
- Object to processing that causes damage or distress.
- Prevent direct marketing.
- Object to automated decisions.
- Request correction or deletion of inaccurate data.
- Claim compensation for breaches.

Concerns can be raised with the school or the Information Commissioner's Office:

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

Contact Us

For questions or concerns about this notice, please contact:

School Administrator – office@lindridge.worcs.sch.uk