Privacy Notice – Pupil & Family

Fairfield Primary School

Version 3

Last Reviewed	**November 2026**
Reviewed By (Name)	**Mr R Birtwhistle**
Job Role	**Headteacher**
Next Review Date	**November 2027**
Version produced Spring 2025	Amendments indicated in green text.

This document will be reviewed annually and sooner when significant changes are made to the law.

Guidance from the Department for Education about policies can be found here: https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts

Contents

1. What this Privacy Notice is for 3
2. The types of information that we process 3
3. Why we collect and use your information 4
3.1 Pupil information 4
3.2 Family information 4
3.3 Marketing purposes 5
3.4 Automated decision making & profiling 5
4. How we collect pupil and family information 5
5. How, where and for how long we store pupil and family information 5
6. Who we share pupil and family information with 6
7. School immunisation programme 6
8. International Transfers 6
9. Freedom of Information Act and Environmental Information Regulations 2004 7
10. Why we regularly share pupil and families information 7
10.1 Youth support services & Careers advisors ..... **Error! Bookmark not defined.**
10.2 Department for Education 7
10.3 Local Authorities 7
10.4 Requesting access to your personal data, and other rights 7
11. How Government uses your data 8
11.1 Your information rights under UK General Data Protection Regulation (UK GDPR) when the Department for Education collects your personal data 9
11.2 Data collection requirements 9
11.3 The National Pupil Database (NPD) 9
11.4 Sharing by the Department for Education 9
11.7 Sharing data for the purposes of the DfE breakfast club provision 10
11.8 Education and Child Health Insights from Linked Data (ECHILD) 10
11.9 How to find out what personal information DfE hold about you 10
12. Last updated 11
13. Contacts 11

Copyright: Education Data Hub

Privacy Notice (How we use pupil information) – For pupils and their families

1. What this Privacy Notice is for

Fairfield Primary School collects, holds, uses and share information about our pupils and their families. This is known as "personal data" and you have rights around that data, including knowing how and why we are processing the data. "Processing" data means from collecting, storing, using, sharing and disposing of it.

For the purposes of Data Protection legislation, Fairfield Primary School is a data controller and is registered as such with the Information Commissioner's Office.

2. The types of information that we process

- your name, date of birth, unique pupil number, and contact details including your address
- characteristics such as ethnicity, language, religion and identity*
- attendance records (sessions attended, number of absences, absence reasons and any previous schools attended)
- special educational needs (including the needs and ranking)*
- behavioural information (such as exclusions and any alternative provision put in place)
- assessment and attainment (such as National curriculum assessment results e.g. Key Stage 2 results, exam results and student performance at different data collections.
- medical conditions we need to be aware of, including SEND, mental and physical health, doctors' information, dental health, allergies, medication and dietary requirements*
- safeguarding information including notifications from law enforcement agencies e.g. police, court orders and/or social care involvement
- extra-curricular and enrichment participation
- CCTV data
- photographs of you
- correspondence and complaints
- your use of Fairfield Primary School devices networks as part of our safeguarding procedures
- free school meal eligibility*
- other funding (Pupil Premium, Employment and Support Allowance, Disability Living Allowance, High Needs Funding and Catch Up Funding)*
- information about any criminal convictions, offences and cautions*

Items marked with an asterisk * are particularly sensitive, and so are known as special category or criminal offence data. This includes data that the Department for Education advises we treat as special category.

Some of the legal conditions for processing special category and criminal offence data require us to have an Appropriate Policy Document ('APD') in place, setting out and explaining our procedures for securing compliance with the data protection principles and to have policies regarding the retention and erasure of such personal data. This document is our Special Category Data Policy Document and should be read alongside this Privacy Notice.

Copyright: Education Data Hub

3. Why we collect and use your information

3.1 Pupil information

We collect and use your information:

- to support learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe
- photos are used for identification purposes (safeguarding), and celebration purposes (to record work, classes and Fairfield Primary School events)
- to meet the legal duties placed upon us by the Department for Education
- to comply with the law in general
- for site safety and security
- to protect against fraud
- to streamline systems

3.2 Family information

We collect and use information about our pupils' families:

- to fulfil our legal obligations
- for the admissions process
- for communication and reporting purposes
- for safeguarding and welfare purposes
- to keep families informed about events and emergencies
- to process payments
- to gather feedback about our work

Under the General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil and family information are:

- Article 6(a) – Your consent (for anything which does not fall into the purposes explained below)
- Article 6(c) - Compliance with our legal obligations as set out in the Education Act 1996 (as amended). We are required to share information about our pupils with the (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. **In addition, there are extensive statutory obligations that a school is subject to – further details about these are available from our Data Protection Officer.**
- Article 6(d) - Being necessary for us to protect your, or someone else's, Vital Interests (potentially lifesaving)

Copyright: Education Data Hub

- Article 6(e) - Being necessary for us to carry out tasks that are in the Public Interest

The ways we collect and use *sensitive* pupil and family information are lawful based on Articles 9 and 10 of UK GDPR. Please see our Special Category Data Policy document for full details of these lawful bases for processing this data.

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

3.3 Marketing purposes

Where a family member gives us consent, we may send them marketing information by text message or email, such as for promoting Fairfield Primary School events, campaigns or charities. Consent can be withdrawn at any time by contacting us (see the Contacts section). School communications, events, fundraising activities and charitable initiatives are what we term marketing for the purposes of this document.

3.4 Automated decision making & profiling

We don't use any of your personal information to make automated decisions about you, or to profile you If this changes in the future, privacy notices will be updated to explain both the processing and your right to object to it.

4. How we collect pupil and family information

We collect pupil and family information using admission forms completed by parent/carer when a pupil joins our school data collection forms, CCTV cameras, information produced from our day-to-day interaction with pupils, and other information provided by; parents/carers, the previous school/provisions, local authorities, NHS, law enforcement agencies e.g. police, the Department for Education (DfE) and by secure file transfer Common Transfer File (CTF).

We sometimes audio/ video record sessions/lessons/assessments for pupil or staff development and assessment. This will generate personal data including pupil images, names, contributions, and will be protected, processed, and retained in the same way as all personal data, in line with the school's Data Protection Policies and in accordance with our other policies including Acceptable Use, Off Site Working and Bring Your Own Device policies, as well as our Retention Schedule.

Whilst most of the pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. We will let you know, when we ask you for information, whether you are required to provide the information and your rights in relation to this.

5. How, where and for how long we store pupil and family information

We store pupil and family information securely on the school's IT network hosted by Arbor. This will migrate to Arbor in November 2025 and is hosted in the cloud. Clear storage and protocols are in place. Secure storage is provided for paper based records.

We only keep the information for the length of time we need it for, as shown in our data retention schedule. For more information on our data retention schedule, please visit: retention schedule document.

We securely dispose of personal information securely when we no longer need it.

Copyright: Education Data Hub

6. Who we share pupil and family information with

We routinely share pupil and family information with:

- Schools that the pupils attend after leaving us
- Feeder schools
- Our local authority
- Other relevant local authorities
- Our Governing Body
- Government bodies including, The Department for Education (DfE) Inc. Learner Record Services, the National Pupil Database, Teaching Regulation Agency and public health agencies.
- Exam boards
- law enforcement agencies e.g. police
- NHS see 8. School immunisation programme
- External systems used by the school to carry out day to day processes and requirements.

7. School immunisation programme

We will need to provide data to support immunisation programmes in our school This includes:

- sharing information leaflets and consent forms with parents or carers
- providing a list of eligible children and young people, and their parent's or carer's contact details to the School Age Immunisation Service (SAIS) team

Sharing these contact details does not mean that a vaccine will be given. A parent or carer will need to give their consent for a vaccine to be given to their child.

There is a lawful basis for school to share information with school immunisation teams under article 6(1)(e) of UK GDPR. This states that the information can be shared if "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller".

This means that we can share this information with immunisation programmes as it is in the public interest.

Sharing information with immunisation programmes is part of the exercise of a school's official authority. Schools also have a duty to support wider public health.

Data protection laws do not prevent us from sharing personal data where it is appropriate to do so in a fair and lawful way, and in this instance, it is beneficial to do so.

8. International Transfers

Your personal information may be transferred outside the UK and the European Economic Area ('EEA'), including to the United States. Where information is transferred outside the UK or EEA to a country that is not designated as "adequate" in relation to data protection law, the information is adequately protected by the use of International

Copyright: Education Data Hub

Data Transfer Agreements and security measures, and other appropriate safeguards. For more information on international transfers please contact us at the details below.

9. Freedom of Information Act and Environmental Information Regulations 2004

As a public body, our school is subject to requests made under the above legislation. However, we will never disclose personal data in our responses to these requests where to do so would contravene the principles of data protection.

10. Why we regularly share pupil and families information

We do not share information about our pupils and families with anyone without consent unless the law and our policies allow us to do so.

10.1 Secondary schools share careers information with providers but this does not apply to us here at Fairfield Primary School.

10.2 Department for Education

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:

Regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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.

10.3 Local Authorities

We may be required to share information about our pupils and families with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels
- safeguarding of children/young people
- supporting children and young people who are eligible for SEND related provision
- promoting the education, employment and training of young people which requires the exchange of data and the use of information not otherwise available to either organisation.
- census, Early Years Foundation Stage, Phonics, and other key stage pupil attainment data.
- to identify where pupils have transferred to make the task of tracking vulnerable pupils more secure and also to ensure appropriate services are extended to pupils needing additional support e.g., for reasons of health, exclusions, attendance or transport.

10.4 Requesting access to your personal data, and other rights

Under data protection law, pupils have the right to request access to information about them that we hold, and in some cases, parents can make the request on the pupil's behalf.

Parents also have the right to access their child's educational record.

Copyright: Education Data Hub

Family members/carers also have the right to request access to information about them that we hold.

You also have the right to:

- be informed about the collection and use of your personal data.
- have inaccurate personal data changed or completed if it is incomplete.
- erasure, often known as the 'right to be forgotten'; however, this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- restrict the way we are using your information, although, as above this is a limited right.
- object to the way we are using your information; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to collect and use your data, you have the right to withdraw that consent. If you do change your mind, or you are unhappy with our use of your personal data, please let us know – our contacts are in section 2.14 at the end of this document.
- You also have rights in relation to automated decision making and profiling, though these are not currently relevant as we don't carry out automated decision making or profiling.
- Finally, the right to complain about the way we use your personal information to the ICO, or to seek compensation through the courts

If you would like to request access to your data, or use any of the other rights listed above, please contact the school office in the first instance.

School Shares pupil data with only relevant and secure partners that adhere to GDPR rules as outlined in UK law. These include: Arbor, Seesaw, Evolve Accident, Juniper Data, CPOMS, NHS, residential partners at Robinwood, Stockton Local Authority, DRE assessment gateway, DFE Multiplication Checks. Data is also shared with Wande, School Comms, Evolve, Early Years Pupil Premium Portal, Inventry, Swimphony, School Cloud and TT Rockstars.

11. How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based ~~up~~on the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

For all information relating to how the DfE uses student information please visit:

How DfE shares personal data GOV.UK

For all information relating to how the DfE uses parent, carer and legal guardian information please visit:

Copyright: Education Data Hub

Privacy information: parents, carers and legal guardians - GOV.UK

11.1 Your information rights under UK General Data Protection Regulation (UK GDPR) when the Department for Education collects your personal data

UK General Data Protection Regulation (UK GDPR) gives you certain rights about how your information is collected and used. The Department for Education (DfE) must have a valid reason to collect your personal data. These reasons are called the lawful basis in UK GDPR. You have different rights depending on the DfE's reason to collect your personal data.

For more information, please visit: Your information rights under UK GDPR - GOV.UK

11.2 Data collection requirements

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

11.3 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. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education. To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice

11.4 Sharing by the Department for Education

The law allows the Department to share pupils' and family personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

Copyright: Education Data Hub

For more information about the Department for Education's (DfE) NPD data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

11.5 and 11.6 – These points related to secondary school specific data issues so are not relevant here.

11.7 Sharing data for the purposes of the DfE breakfast club provision

The school must record daily take up (attendance) of their breakfast club during a one-week period each term.

11.8 Education and Child Health Insights from Linked Data (ECHILD)

The ECHILD project originated at University College London (UCL) and was created in partnership with NHS England (NHSE) and DfE. The ECHILD project links education and health data together to provide an evidence base to allow policy makers to better understand how health can impact education and how education can affect health.

ECHILD holds different categories of data for different cohorts of individuals depending on the nature of their interactions with the education, children's services and health sectors. The data sources included are: national pupil database, Hospital episode statistics, mental health services data, community services data and maternity services data. Data may be shared between the DfE, University College London (UCL) and NHS England (NHSE)

For more information about ECHILD, please visit: Privacy information notice: Education and Child Health Insights from Linked Data (ECHILD) - GOV.UK

11.9 How to find out what personal information DfE hold about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE)

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter or https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

To contact DfE: https://www.gov.uk/contact-dfe

Copyright: Education Data Hub

12. Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated November 2026.

13. Contacts

If you have a concern about the way we are collecting or using your personal data or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance.

Please contact the school Office, Headteacher or School Data Protection Officer:

Data Protection Officer	Education Data Hub (Data Protection), Derbyshire County Council
DPO Email:	dpforschools@derbyshire.gov.uk
DPO Phone:	01629 532888
DPO Address:	County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

Information Governance Officer

Derbyshire County Council

County Hall

Matlock

Derbyshire

DE4 3AG

Email: cs.infogov@derbyshire.gov.uk

Telephone: 01629 536906

For DfE:

Public Communications Unit,

Department for Education,

Sanctuary Buildings,

Great Smith Street,

London, SW1P 3BT

Website: www.education.gov.uk

https://www.gov.uk/contact-dfe

Email: http://www.education.gov.uk

Copyright: Education Data Hub

Telephone: 0370 000 2288

If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number Z8845788 and stating that the Data Controller is Fairfield Primary School

Information Commissioners' Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Website: https://ico.org.uk/concerns/

Copyright: Education Data Hub