



**FULFEN**  
Primary School

Leading the way  
to a brighter future

**L**ove of Learning... **E**ncouraging... **A**daptable... **D**etermination...

# Privacy Notice

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## How we use pupil information

Under data protection law, individuals have a right to be informed about how Fulfen Primary uses any personal data that we hold about them. We comply with this right 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. This may also include the personal data of parents/carers. We, Fulfen Primary, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Staffordshire County Council who liaise with Clair Hawkins (Business Manager) at Fulfen Primary.

The categories of pupil information that we process include but is not restricted to:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address of pupils and their emergency contacts, date of birth, identifying documents)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement, support received such as care packages, plans and support providers)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements, medical conditions, accident records)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- pupil records and files including photographs (shared between educational providers such as primary to secondary or in-year transitions). 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 pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to protect pupil welfare
- e) to assess the quality of our services
- f) to keep children safe (food allergies, or emergency contact details)
- g) to meet the statutory duties placed upon us for DfE data collections



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- h) to communicate with parents / carers (such as events, news & information from school or other providers which may be relevant to pupils / parents / carers)
- i) to contact parents / carers - emergency contacts in an emergency or in the case of an accident
- j) to administer admissions waiting lists
- k) to comply with the law regarding data sharing

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

- we need to comply with a legal obligation
- we need it to perform an official task in the public interest

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 interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time by writing to the Data Protection Officer. 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

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

We collect pupil information via data collection sheets, online forms and secure file transfer with other schools.

**Most of the data we hold about your child will come from you, but we may also hold data about your child from: Local authorities, Government departments or agencies and Police forces, courts or tribunals.**

## How we store this data

We keep personal information about pupils while they are attending our school. Information is kept in our Management Information System, and in paper files. Appropriate safeguards are in place, including lockable offices and cupboards, restricted access, firewalls, and passwords. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule



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sets out how long we keep information about pupils. Please contact the Business Manager Clair Hawkins – [finance@fulfen.staffs.sch.uk](mailto:finance@fulfen.staffs.sch.uk) if you require further information.

**We will dispose of pupils' personal data securely when we no longer need it.**

## Who we share pupil information with:

Where it is legally required or necessary (and it complies with data protection law) we routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (to meet legal obligations such as safeguarding concerns & exclusions)
- the Department for Education (DfE)
- pupils' family and representatives
- education & examining bodies
- regulators including OFSTED
- service providers to enable them to provide the service we have contracted them for
- financial organisations
- central & local Government
- school auditors
- health authorities, health & social welfare
- professional advisers & consultants
- police force, courts, tribunals
- professional bodies

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

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections such as school census (section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013), which underpins school funding. 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.

Some of this information is then stored in the National Pupil Database <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts> (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.



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The Department for Education may share information from the NPD with other organisations, which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

You can also contact the Department for Education with any further questions about the NPD: <https://www.gov.uk/contact-dfe>

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](#).

## Transferring data internationally

Where we transfer personal data internationally, we will do so in accordance with data protection law.

## 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 – Subject Access Request. To make a request for your personal information, or be given access to your child's educational record, contact Clair Hawkins (Business Manager – [finance@fulfen.staffs.sch.uk](mailto:finance@fulfen.staffs.sch.uk))

You also have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/>.



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If you make a subject access request and, if we do hold information about you or your child, we will:

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you or your child
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact Clair Hawkins (Business Manager – [finance@fulfen.staffs.sch.uk](mailto:finance@fulfen.staffs.sch.uk)) . Please note we will always try to provide you with this information as quickly as possible, and within the legally mandated time, but that during school holidays, responses may be slower than usual. Please give details of what information you are requesting and why. For reasonable requests, information will be provided within 30 working days where possible, and we will let you know if we will need to take longer than this.

### Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Clair Hawkins (Business Manager – [finance@fulfen.staffs.sch.uk](mailto:finance@fulfen.staffs.sch.uk))

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### 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 on 10/12/2025.**

### Contact

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

Clair Hawkins (Business Manager – [finance@fulfen.staffs.sch.uk](mailto:finance@fulfen.staffs.sch.uk))



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## 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 upon 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)

## 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.>

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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 for Education (DfE).

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. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department for Education (DfE)

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

- schools and 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

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 DfE to



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request access to individual level information relevant to detecting that crime.

For information about which organisations the Department 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.](https://www.gov.uk/government/publications/dfe-external-data-shares)

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

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department:

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's personal information charter that is published at the address below: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: [https://www.gov.uk/contact-dfe.](https://www.gov.uk/contact-dfe)



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