



Date of policy: February 2026

Date of review: February 2027

Dear Parents,

PRIVACY NOTICE (How we use pupil information)

As you are aware school regularly requests information from you regarding your child. The categories of information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility)
- Attendance information (sessions attended, number of absences, reasons for absence)
- Medical information (diagnosed illness, medication)
- Special Educational Needs and disabilities
- Safeguarding information
- Assessment outcome data
- Behavioural information.

We use the above pupil data:

- To safeguard pupils
- To support pupil teaching and learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To help and improve your child's health and wellbeing
- To assess the quality of our service
- To comply with the law regarding data sharing

We collect and use pupil information under the General Data Protection Regulations following advice outlined in Article 6 and Article 9:

- If we have your consent to share data for a specific purpose
- If sharing data is necessary for compliance with a legal obligation e.g. information required by Local Authority or Department of Education (Data Collection/School Census, Assessment data etc).
- If sharing data is necessary to protect the vital and legitimate interests of a child (safeguarding, medical).

For Reference:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
 - Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Whilst the majority of pupil information you provide is mandatory, some will be 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.

We follow the guidance of both the Record Management Society and the Local Authority for the retention of all pupil data and after the specified time all records are destroyed as per the advice given.

We routinely share pupil information with:

- Staff
- Governors (anonymised data, except for specific complaints/appeals procedures)
- Other schools (transition arrangements only)
- Our Local Authority
- Outside Authorities (transition/safeguarding arrangements only)
- The Department for Education
- NHS and other medical services (i.e. CAHMS & school nursing)
- Curriculum providers (e.g. South Ribble Sports, Sumdog, 2Simple Purplemash)
- After Schools Clubs (e.g. Pro Skills Soccer)
- BT Lancashire (School Information Management Systems and Services)
- SPIDER (Email and text service)
- Tucassi (SCOPay)
- CPOMS (Child Protection Online Management System)

We do not share information about our pupils with anyone without consent unless the law and policies allow us to do so. We share pupils' data with the Department of Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the LA and the DfE under section 3 of the Education (Information about Individual Pupils) (England) Regulations 2013. To find out more about the data collection requirements placed on us by the DfE (e.g. via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. Further information on the DfE National Pupil Database (NPD) is attached for your information.

Public Health Screening Programmes

The school shares class list information with providers in connection with the following public health screening programmes:

National Child Measurement Programme (NCMP)

The lawful basis for processing personal data is:

Art. 6 (1) (e) GDPR: 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. The personal data processed in respect of these two public health screening programmes includes personal data revealing ethnic

origin which is classified as special category personal data under Art. 9 GDPR which merit special protection and consequently a further condition for processing is required. The additional lawful basis for processing special category personal data (specifically ethnic origin) is: Art. 9 (2) (i) GDPR: Processing is necessary for reasons of public interest in the area of public health

Dental Screening Survey & Vision Screening Programmes

The lawful basis for sharing personal data is:

Art. 6 (1) (f) GDPR: Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party

The legitimate interest is to provide public health services and improve health and wellbeing outcomes for children and young people, which falls outside the task of schools as public authorities to provide education to children and young people.

Processing is necessary as only schools hold up to date class list/address data to facilitate:

- Any necessary follow-up arrangements, in response to identified need or to promote health and wellbeing, by a health professionals.

Contact is arranged with the child/ young person or with parents/ carers.

- Any appointments being sent to the parent/guardian of a child who requires further assessment of their optical health needs—or to arrange follow-up as indicated by the initial screening tests.

The LA only receive snapshot census data 3 times per year.

It is in the child's interests to be offered an appointment to treat any identified further health needs.

Some conditions such as amblyopia (lazy eye) are much more difficult to treat if left undiagnosed after the age of 8 and can result in permanent vision loss.

Optical and oral health are important aspects of a child's overall health status

Requesting Access to your Information

Under data protection legislation, parents and pupils have the right to request access to the information we hold about them. To make a request for your personal information, or be given access to your child's educational record, contact:

Miss K Penarski, Headteacher, Penwortham Primary School

You also have the right to:

- Object to the 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.
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way in which we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact Miss K Penarski, the Headteacher.

Yours sincerely,

Miss K Penarski
Headteacher

The National Pupil Database (NPD)

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 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 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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

- 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
- 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/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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