

Pupil and Parent/Carer Privacy Notice

How we collect, use, store and share personal information

Toynton All Saints Primary School is committed to protecting the privacy and security of pupils and their families. This notice explains how and why we collect, use, store and share personal information about pupils and parents/carers.

We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Data Protection Policy.

Data Controller: Toynton All Saints Primary School
Data Protection Officer: Wayne Oldfield

1. Who is responsible for your information?

Toynton All Saints Primary School is the Data Controller and is responsible for ensuring that personal information is collected, stored and used appropriately, securely and lawfully.

2. The information we collect

Information about pupils

- Name, address, date of birth and unique pupil number (UPN)
- Admission, attendance and absence information
- Assessment, attainment and progress information
- Behaviour, pastoral and welfare records
- Safeguarding and child protection information
- Special Educational Needs and Disabilities (SEND) information
- Medical, health, allergy and dietary information
- Characteristics such as eligibility for free school meals and Pupil Premium
- Photographs and videos, where appropriate
- Information about school trips, clubs and activities
- Information required for statutory returns and data collections

Information about parents and carers

- Names, addresses and contact details
- Relationship to the pupil and parental responsibility information
- Emergency contact details
- Communication preferences
- Financial or payment information relating to school services and activities
- Information needed to support the pupil's education, welfare and safety

3. Why we collect and use information

- Provide education, teaching and support for pupils
- Assess and monitor pupils' progress, attainment and educational needs
- Manage admissions, attendance and behaviour
- Safeguard pupils and promote their welfare
- Provide appropriate pastoral, medical and SEND support

- Communicate with parents and carers
- Administer school meals, trips, clubs and activities
- Meet legal, regulatory and statutory duties
- Manage and improve school services and resources

4. Our lawful bases for processing

We process personal information only where the law allows us to do so. Depending on the circumstances, we may rely on:

- Legal obligation, where processing is required by law
- Public task, where processing is necessary for the school to carry out its official functions
- Vital interests, where processing is necessary to protect someone's life
- Consent, where a specific activity requires a freely given choice

Where we rely on consent, it may be withdrawn at any time. Withdrawing consent does not affect processing already carried out before the withdrawal.

5. Collecting information

Most pupil information is provided by parents/carers, previous schools, local authorities, healthcare professionals or directly by pupils. Some information must be provided so the school can meet its legal duties. Where providing information is optional, we will explain this.

6. Who we share information with

We only share personal information where it is necessary, lawful and proportionate. Depending on the circumstances, this may include:

- The Department for Education (DfE)
- Lincolnshire County Council
- Other schools or educational settings when a pupil transfers
- Healthcare professionals and NHS services
- Safeguarding partners, the police or other statutory agencies
- Educational psychologists and specialist support services
- Examination, assessment and school improvement bodies
- Approved information technology, catering, payment and educational service providers
- Other organisations where disclosure is required by law or necessary to protect a pupil's welfare

Organisations handling personal information on our behalf must have suitable arrangements to protect its security and confidentiality.

7. Department for Education

The Department for Education collects pupil-level information from schools and local authorities through statutory data collections. It uses this information to support education, funding, administration, policy development, research and official statistics. Further details are available through the Department for Education's privacy information.

8. How long we keep information

We retain records only for as long as they are needed, in line with legal requirements and the school's records retention arrangements. When information is no longer required, it is securely deleted or destroyed.

9. Keeping information secure

We use appropriate technical and organisational measures to protect personal information against unauthorised access, accidental loss, alteration, disclosure or destruction. Access is limited to people who need the information to carry out their duties.

10. Photographs and videos

Photographs and videos may be used to support learning, record school activities and celebrate achievements. Where consent is required, parents/carers will be asked to record their preferences separately and may change them at any time.

11. Transfers outside the United Kingdom

If personal information is transferred outside the United Kingdom, the school will ensure that appropriate legal safeguards are in place.

12. Your data protection rights

Depending on the circumstances, individuals may have the right to:

- Be informed about how personal information is used
- Request access to personal information held about them
- Request correction of inaccurate or incomplete information
- Request deletion of information in certain circumstances
- Request restriction of processing in certain circumstances
- Object to processing in certain circumstances
- Withdraw consent where consent is the lawful basis
- Complain to the Information Commissioner's Office

Some rights are subject to legal conditions and exemptions. The school may need to verify identity before responding to a request.

13. Requests made on behalf of a pupil

Parents and carers may usually exercise a pupil's data protection rights on their behalf where it is appropriate to do so. As pupils develop sufficient understanding, they may exercise their own rights. The school will consider the pupil's age, maturity, circumstances and best interests when responding.

14. Contacting us and raising concerns

For questions about this notice, to request access to information or to exercise a data protection right, please contact the school office.

If you are dissatisfied with how your personal information has been handled, please raise the matter with the school first. You also have the right to complain to the Information Commissioner's Office (ICO).

- ICO website: www.ico.org.uk
- ICO telephone: 0303 123 1113

15. Further information

Please also refer to the school's Data Protection Policy, Website Privacy Notice, Workforce Privacy Notice and relevant acceptable-use policies.

Document owner	Headteacher
Data Protection Officer	Wayne Oldfield
Review arrangements	Review annually and when data-processing arrangements change