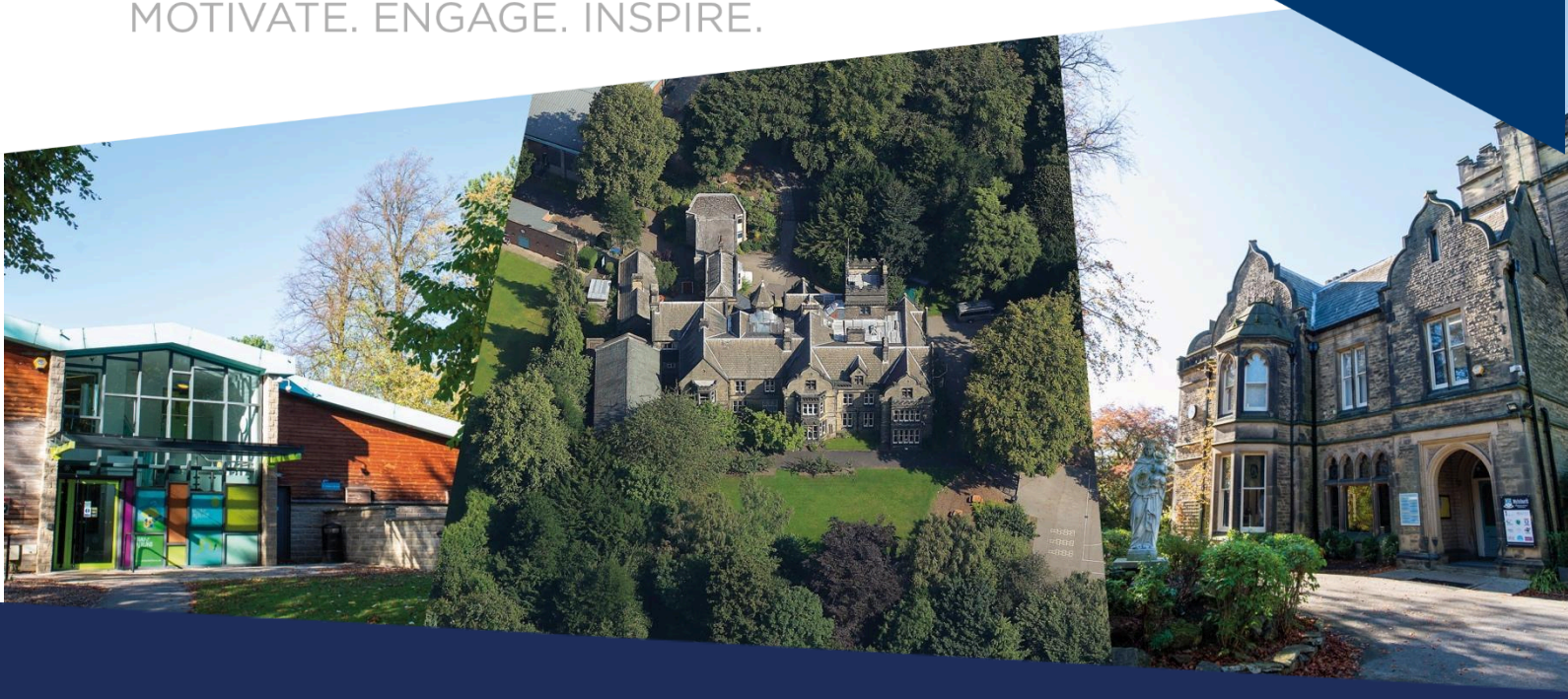
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Policy Document

Mylnhurst School & EYFS

Privacy Notice – Pupil Data

Publication Date: May 2026

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Introduction

This notice is to help you understand how and why we collect personal information about your child and what we do with that information. It also explains the decisions that you can make about your own information. If you have any questions about this notice, please contact the Headteacher.

What Is Personal Information?

Personal information is information that identifies your child as an individual and relates to them. This includes their contact details and next of kin. We may also hold information such as religion or ethnic group. CCTV, photos and video recordings of your child are also personal information. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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.

How and Why Does the school Collect and Use Personal Information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The school's primary reason for using your child's personal information is to provide educational services to your child; we use the pupil data, to support pupil learning, to monitor and report on pupil progress, to provide appropriate pastoral care, to assess the quality of our services, to comply with the law regarding data sharing:

- We obtain information about children from parent completed admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
- We may have information about any family circumstances which might affect your child's welfare or happiness.
- We may need information about any court orders or criminal petitions which relate to your family. This is so that we can safeguard the welfare and wellbeing of your child and the other pupils at the school.
- We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets.
- We may take photographs or videos of your children at School events to use on social media and on the school website. This is to show prospective parents and pupils what we do here and to advertise the school. We may continue to use these photographs and videos after your child has left the school.

- We may keep details of your address when your child leaves the school so we can communicate with you and find out how your child is progressing.
- We may use information about you if we need this for historical research purposes or for statistical purposes.

The Categories of Pupil 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)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as EYFS, KS1, KS2, etc)
- Medical Information
- Details of Rewards and Sanctions
- Parent Teacher Meetings

Sharing Personal Information with Third Parties

- In accordance with our legal obligations, we may share information with local authorities, the Independent Schools Inspectorate and the Department for Education, for example, we collect and use pupil information under the submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.
- On occasion, we may need to share information with the police.
- We may also need to share information with our legal advisers for the purpose of obtaining legal advice.
- If your child is not of British nationality, we have to make sure that your child has the right to study in the UK.
- We may share some information with our insurance company, for example, where there is a serious incident at the school.
- If your child leaves us to attend another school, we may need to provide that school with information about them for example, for continuity of education, details of family circumstances for safeguarding reasons.
- We may share information about your children with others in your family, such as another parent or step parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations, or in connection with school fees.
- We may need to share information if there is an emergency, for example, if your child is hurt whilst on School premises.

Our Legal Grounds for Using Your Information

This section contains information about the legal basis that we are relying on when handling your information. Legitimate interests: this means that the processing is necessary for legitimate interests except where the processing is unfair to you.

The school relies on legitimate interests for most of the ways in which it uses your information. Specifically, the School has a legitimate interest in:

- Providing educational services to your child;
- Safeguarding and promoting the welfare of your child (and other children);
- Promoting the objects and interests of the school.
- Facilitating the efficient operation of the school; and
- Ensuring that all relevant legal obligations of the school are complied with.

In addition, your personal information may be processed for the legitimate interests of others. For example, another school will have a legitimate interest in knowing if you have not paid School fees that are due to us. If you object to us using your information where we are relying on our legitimate interests as explained above, please speak to the Headteacher.

Necessary for a Contract: We will need to use your children's information in order to perform our obligations under our contract with you. For example, so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legal obligation: Where the School needs to use your children's information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests: For example, to prevent someone from being seriously harmed or killed.

Public interest: The School considers that it is acting in the public interest when providing education. The school must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

Substantial public interest: The processing is necessary for reasons of substantial public interest.

Vital interests: To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims: The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical purposes: This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your children's information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to the Headteacher if you would like to withdraw any consent given.

Sending Information to Other Countries

We may send your children's information to other countries where:

- we store information on computer servers based overseas; or
- we communicate with you or your child when you are overseas (for example, during the summer holidays if you live in a different country).

The European Commission has produced a list of countries which have adequate data protection rules.

The list can be found here:
http://ec.europa.eu/justice/data-protection/internationaltransfers/adequacy/index_en.htm

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then it might not have the same level of protection for personal information as there is the UK.

For How Long Do We Keep Your Information?

We keep your children's information for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the School, for example, so that we can find out what happened if you make a complaint. In exceptional circumstances we may keep your child's information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data

protection law. We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.

Please see the Information and Records Retention Policy for further details.

What Decisions Can You Make About Your Information?

From May 2018 data protection legislation gives you a number of rights regarding your information.
Some of these are new rights whilst others build on your existing rights.

Your child's rights are as follows:

- if information is incorrect, you can ask us to correct it;
- they can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- they can ask us to delete the information that we hold about them in certain circumstances. For example, where we no longer need the information;
- they can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- they use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy;

The Headteacher can give you more information about your data protection rights.

Further Information and Guidance

The Headteacher is the person responsible at our school for managing how we look after personal information and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

This notice is to explain how we use your personal information. The Headteacher can answer any questions which you may have.

Please speak to the Headteacher if:

- you object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office – ico.org.uk

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)
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 pupil information we share with the department, for the purpose of data collections, go to
https://www.gov.uk/education/data-collection-and-censuses-for-schools.

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: and
- 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/dfe-external-data-shares

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

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. To make a request for your personal information, or be given access to your child's educational record, contact the Headteacher.

You also have the right to:

- object to 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern 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

Contact:
If you would like to discuss anything in this privacy notice, please contact the Headteacher.