Shefford Lower School

Privacy Notice – How we use pupil information

Written by	Reviewed & Ratified by Governors	Shared with Staff	Last Updated	Review cycle	Next Review Due
Victoria Joyce Business Manager	September 2026	September 2026	September 2026	Annual	September 2027

Shefford Lower School is a data controller. We collect and use your data and that of your child. This notice explains what we collect, why and how we use it. The categories of pupil information that we collect, hold and share include:

1. The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement, mental health concerns, serious violence risks, young carer status, and medical conditions affecting wellbeing**)**
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- 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)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- cctv images captured in school
- biological sex

- AI-generated or AI-altered images and content where relevant to safeguarding

2. Why we collect and use pupil information

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

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to protect pupils from online harms, including AI-generated content
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to comply with the law for data sharing
- to provide access to school meals and milk
- to protect pupil welfare
- to administer admissions waiting list (Nursery)
- to carry out research
- to enable us to partake in education trips and visits
- to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

2.2 Under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, UK GDPR, and the Data (Use and Access) Act 2025, we collect and use pupil information under the lawful basis of public interest and for special category data (such as religion, ethnicity and medical information) because it is necessary for a reason of substantial public interest.

2.3 We may also, less commonly, process pupils' personal data in situations where we have obtained consent to use it in a certain way, where we need to protect the individual's vital interests (or someone else's interests). This may be withdrawn at any time and we will make this clear when we ask for consent. Some of the information we collect and use is provided with your consent and that is the lawful basis for us processing it. For example, your permission to process your child's data for school trips and for access to online providers of educational materials. We will make it clear where we are asking for your consent and why, and provide you with the opportunity to refuse to provide us with that information, explaining what the consequence of that will be.

3. Collecting pupil information

3.1 We collect pupil information via paper forms, electronic forms, emails and secure file transfers.

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3.2 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.

4. Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule, and how we keep your data safe, please visit https://www.sheffordlowerschool.co.uk/Policies/Policies/

5. We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- Ofsted
- online education providers
- We share safeguarding information in line with our statutory duties under KCSIE 2026, including where information indicates a risk to others. When a child transfers to a new school, our Designated Safeguarding Lead will determine which information should be shared and when.
- support staff
- NHS and welfare organisations
- Safeguarding partners
- Suppliers and service providers (including online system providers)
    - Arbor
    - WONDE
    - Studybugs
      Groupcall Xporter
      CPoms
    - Inventry
    - ParentPay
      Parentmail
      Insight
    - Bounce Libresoft

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- Partnership Education
- Cbict
- EPM
- TTRockstars
- Charanga

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

6. Department for Education (DfE)

6.1. We share pupils' data with the Department for 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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. We share other pupil data to ensure that they receive the most appropriate educational and pastoral support for their needs. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

6.2 To find out more about the data collection requirements placed on us by the Department for Education (DfE) https://www.gov.uk/education/data-collection-and-censuses-for-schools

6.3 All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework.

7. Requesting access to your personal data

7.1 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.

7.2 You also have the right to:

- 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

7.3 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/

7.4 For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

8. Withdrawal of consent and the right to lodge a complaint

8.1 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 the Headteacher.

9. How Government uses your data

9.1 The pupil data that we lawfully share with the Department for Education (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).

10. Data collection requirements

10.1 To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools

11. The National Pupil Database (NPD)

11.1 Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

11.2 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).

11.3 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.

11.4 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

12. Sharing by the Department for Education (DfE)

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12.1 The law allows the Department for Education (DfE) 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

12.2 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

12.3 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.

12.4 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

13. How to find out what personal information the Department for Education (DfE) holds about you

13.1 Under the terms of the Data Protection Act 2018 and the Data (Use and Access) Act 2025.
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

13.2 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 (DfE) 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 the Department for Education (DfE): https://www.gov.uk/contact-dfe

14. 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 in September 2026.

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15. Contact

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

The school's Data Protection Officer is Paula Creighton who can be contacted at paula.creighton@sptcompliance.co.uk

Further information about our Data Protection Policies and Procedures can be found at https://www.sheffordlowerschool.co.uk/Policies/Policies/

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