

Cop Lane CE Primary School Privacy Notice (How we use pupil information)

Introduction

Under the Data Protection Act, all schools and early years settings must inform parents and carers that they hold personal data about each pupil, and they must inform their staff that they hold personal data about them. Schools must also explain how they intend to use the data and provide information about who the data may be forwarded to.

Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances. This includes names, contact details, gender, dates of birth, unique pupil number (UPN) and so on, as well as other sensitive information such as academic achievements, other skills and abilities, and progress in school. It may also include behaviour and attendance records.

We, Cop Lane Church of England Primary School, are a data controller for the purposes of the Data Protection Act. As a school, we collect a significant amount of information about our pupils, and may receive information about pupils from previous schools and the Learning Records Service.

This Privacy Notice explains why we collect the information, how we use it, the type of information we collect, and our lawful reasons for doing so.

The categories of pupil information that we process include:

- Admissions information (such as proof of address);
- Personal identifiers and contacts (such as name, unique pupil number, contact details and address);
- Identity management and authentication (such as birth certificate, passport);
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Safeguarding information (such as referral information, assessment information, Section 47 information, child protection information, child protection plan information, court orders and professional involvement);
- Special educational needs and disability (including the needs and ranking);
- Medical and administration (such as doctor 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 EYFS baseline, phonics results, Y4 multiplication check, end KS results);
- Behavioural information (such as exclusions and any relevant alternative provision put in place);
- Educational visits and activities;
- Catering and free school meal management;
- CCTV, photos and video recordings of you are also personal information.

This list is not exhaustive.

Why we collect and use pupil information

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

- a) To ensure the admissions policy is applied correctly;
- b) To support pupil learning;
- c) To enable targeted, personalised learning for pupils;
- d) To allocate the correct teaching resource;
- e) To support pupils to fulfil their potential;
- f) To manage behavior and effective discipline;
- g) To monitor and report on pupil attainment progress;
- h) To provide appropriate pastoral care;
- i) To assess the quality of our services;
- j) To keep children safe (food allergies, or emergency contact details);
- k) To meet the statutory duties placed upon us for the Department for Education (DfE) data collections;
- l) To fulfil our statutory obligations to safeguard and protect children and vulnerable people;
- m) To monitor our effectiveness;
- n) To comply with our legal obligations to share data;
- o) To assess the quality of our services;
- p) To keep pupils, parents and carers informed about school events and school news.

In school we use various third-party tools to make sure that pupils' best interests are advanced. We record details about progress, attainment and pupil development to support future planning and learning. We use programs to track progress and attainment.

We use data to manage and monitor pastoral needs and attendance/absences so that suitable strategies can be planned if required.

We use systems to take electronic payments for, e.g. school meals. This includes financial software to manage school budgets, which may include some pupil data.

Data can be used to monitor school effectiveness, the impact of intervention and learning styles across groups of pupils as well as individual children.

We may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the School properly. We might need to share pupil information with them if this is relevant to their work.

We also use contact information to keep pupils, parents, carers up-to-date about school events.

We make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

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

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information.
- Section 537A of the Education Act 1996

- the Education Act 1996 s29(3)
- the Education (School Performance Information) (England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013
- the Education Act 1996;
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Article 6 of the GDPR;
- Article 9 of the GDPR.

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

(c) 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:

(j) 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.

Regulation 5

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 – Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

The Department for Education and the **Local Authorities** require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan. Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information: for example, school nurses may visit the school.

Counselling services, careers services, occupational therapists are the type of people we will share information with, so long as we have consent or are required by law to do so.

We must keep up-to-date information about parents and carers for emergency contacts.

We also process some sensitive information about children as a 'special category personal data', not set out in the legislation. Notably information about children's services interactions, free school meal status, pupil premium eligibility, elements of special educational need information, safeguarding information and some behaviour data. The DfE considers it best practice that, when considering security and business processes about such data, this data is also treated with the same 'high status' as the special categories set out in law.

Collecting pupil information

We collect pupil information via data sheets at the start of the school year, Common Transfer files, educational visit forms, SEND forms, medical forms, previous schools, EYFS settings, LEA SEND forms, LEA safeguarding forms.

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.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule:

Basic file description	Security arrangements	Retention period	Action at the end of the administrative life of the record
SEN files, reviews and individual educational plans	High security – where held?	DoB of the pupil +25 years	Destroy
Children's SEN files	High security – where held?	Closure +35 years	Destroy unless legal action is pending
Any other record created in the course of contact with pupils	High security – where held?	Current year +3 years	Review at the end of 3 years and either allocate a further retention period or destroy
Safeguarding – pupil child protection case files	High security – where held?	DoB +30 years	Destroy unless legal action is pending
School fund financial records	High security – where held?	Current year +6 years	Destroy
School budget	High security – where held?	Current year +3 years	Destroy

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us;
- Our local authority;
- School nurse;
- NHS;
- the Department for Education (DfE);
- Safeguarding service;
- SEND services.

Why we regularly share pupil information

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 (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. 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.

School census: section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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](#).

For more information, please see 'How Government uses your data' section. For privacy information on the data the Department for Education collects and uses, please see:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

and

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

Requesting access to your personal data

The UK-GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact Mrs F Bradley (Bursar/Data Protection Officer).

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.

- the right to ask us for copies of your personal information we have about you – this is called ‘right of access’, this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’.
- the right to ask us to delete your personal information – this is called ‘right to erasure’
- the right to ask us to stop using your information – this is called ‘right to restriction of processing’.
- the ‘right to object to processing’ of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t have the right to object, but you have the right to withdraw consent.

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 [raise a concern with ICO](#).

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.

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 Mrs F Bradley: bursar@coplane.lancs.sch.uk

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 March 2025.

Contact

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

Mrs F Bradley (Bursar/ Data Protection Officer), Cop Lane Church of England Primary school, Cop Lane, Penwortham, Lancs PR1 9AE; tel 01772 743131; email bursar@coplane.lanc.sch.uk

How Government uses your data

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)

Data collection requirements

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>

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. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

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>

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, 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

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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

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>

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

Under the terms of the UK GDPR, 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

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>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

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