



Cop Lane C.E. Primary School

Privacy Notice - How we use pupil information

Who we are

Cop Lane C.E. Primary School is the data controller for the personal information we collect and use about pupils.

If you have any questions about this privacy notice, please contact:

Headteacher
Cop Lane C.E. Primary School
Cop Lane, Penwortham, PR1 9AE

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)
- 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 2 and phonics results and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive, to access the current list of categories of information we process please see <https://www.coplanprimary.co.uk/our-school/key-information/data-fair-processing/>.

Why we collect and use pupil information

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

The lawful bases we rely on

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

For purposes a to d

For supporting pupil learning, monitoring and reporting on progress and attainment, providing pastoral care, and assessing the quality of our services, we rely on:

- **Article 6(1)(e) - public task**

This means the processing is necessary for us to carry out our public duties as a school, including the provision of education.

This is supported by:

- the Education Act 1996
- the Education and Inspections Act 2006

For keeping children safe

For keeping children safe, including in relation to food allergies or emergency contact details, we rely on:

- **Article 6(1)(e) - public task**
- where necessary, **Article 6(1)(d) - vital interests**

This is supported by:

- Keeping Children Safe in Education
- the Children Act 1989
- the Children Act 2004

For sharing data with the Department for Education

For sharing data with the Department for Education (DfE) and other public authorities where required by law, we rely on:

- **Article 6(1)(c) - legal obligation**

This is supported by:

- the Education (Information About Individual Pupils) (England) Regulations 2013

Special category data

Where we process special category data, such as health information, safeguarding records or special educational needs information, we rely on the following conditions under UK GDPR Article 9:

- **Article 9(2)(g) - substantial public interest**, including safeguarding of children and individuals at risk
Supported by the Data Protection Act 2018, Schedule 1, Part 2
- **Article 9(2)(h) - health or social care purposes**, for example medical conditions, allergies and care plans

Where we use consent

Where appropriate, for example for photographs or videos, we rely on:

- **Article 6(1)(a) - consent**

Consent can be withdrawn at any time.

Collecting pupil information

We collect pupil information via registration forms at the start of the school year, consent forms for trips and visits, Common Transfer Files (CTFs), or secure file transfers from the previous school.

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some information is requested on a voluntary basis. We will tell you at the point of collection whether you are required to provide certain pupil information, or whether you have a choice.

Storing pupil data

We keep pupil data safe and secure in line with our data retention schedule. This explains how long we keep different types of information, where it is stored, and how it is disposed of securely when it is no longer needed.

We also have policies and procedures in place to help keep pupil information safe. For more information, please visit:

<https://www.coplanepprimary.co.uk/our-school/key-information/data-fair-processing/>

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the school nurse
- the NHS

We may also share pupil information with other organisations where this is necessary and lawful, for example where required for safeguarding, statutory reporting, or to support a pupil's education and welfare.

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.

We share pupil information where it is necessary to:

- support pupils' education, welfare and safeguarding
- meet our legal obligations
- provide services and support to pupils
- maintain accurate school records
- enable the safe transfer of pupils to their next school

We may share information with the Department for Education (DfE), the local authority, the NHS, the school nurse, and other schools where pupils move on to after leaving us. We may also share information where required by law or where this is necessary for us to carry out our public duties as a school.

Information is shared securely and in line with our data protection procedures.

For more information about how long we keep pupil information, please see our data retention schedule: <https://www.coplanepprimary.co.uk/our-school/key-information/data-fair-processing/>

Legislation references:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education Act 1996
- Education Act 2002
- Children Act 2004
- Keeping Children Safe in Education guidance, where safeguarding is relevant

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:

- 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.

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 at the school via the school office.

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

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/>

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.

How the 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 on the number of children and their characteristics in each school
- informs short-term education policy monitoring, school accountability and intervention, for example school results or 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 through the school census, go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

- Much of the data about pupils in England goes on to be held in 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. It provides evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).
- 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.
- To find out more about the NPD, go to:
<https://www.gov.uk/government/publications/national-pupil-database-mpd-privacy-notice/national-pupil-database-mpd-privacy-notice>

Sharing by the Department for Education (DfE)

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 to, and for which project, or to access a monthly breakdown of data share volumes with the Home Office and the police, please visit:

<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 Data Protection Act 2018, 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 are 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 in the Department for Education's personal information charter at:

<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>

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 the summer term 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact: Mr I. Ashmore (Headteacher), Cop Lane C.E. Primary School, Cop Lane, Penwortham, PR1 9AE.