



Privacy Notice

How we use student information

The West Grantham Church of England Primary Academy is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about students, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

What categories of information are processed?

The categories of student information that we collect, process, hold and share include:

- Personal identifiers and contacts (such as name, Unique Pupil Number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and Free School Meal eligibility)
- Safeguarding information (such as court orders, professional involvement, Section 47 information, Initial Child Protection information and Child Protection/Child in Need Plan information)
- 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 and absence reasons)
- Assessment information (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 and SATs)
- Behavioural information (such as exclusions and any relevant alternative provision put in place. such as rewards, achievements, incident slips and exclusions)
- Episodes of being looked after (such as important dates, information on placements)
- Outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- Adoptions (such as dates of key court orders and decisions)
- Care leavers (such as their activity and what type of accommodation they have)
- Images of students engaging in school activities and trips, and images captured by the school's CCTV system
- Information about the use of our IT, communications and other systems, and other monitoring information

We also process special categories of personal data that may include:

- Physical or mental health requirements
- Racial or ethnic origin
- Religious or other beliefs of a similar nature

Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To support student learning
- To monitor and report on student attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep students safe

To champion and rejoice in those we serve, creating an environment where excellence is achieved and potential fulfilled



- To meet the statutory duties placed on us for government data collections

The Lawful Basis on Which We Use This Information

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

- Consent: the individual has given clear consent to process their personal data for specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life;
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

How do we collect your information?

We collect your personal information via the following methods:

- School management information systems such as Arbor and IRIS ParentMail
- Parent/carer communication system such as Class Dojo
- Secondary school transition information system such as School Transition
- Common Transfer File (CTF) from your previous school
- Child protection / Child in Need / TAC plans

Student data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We hold your personal information securely for the set amount of time in line with our Data Retention Guidelines, which are available upon request.

Who do we share your information with?

We routinely share your information with:

- The local authority (LA)
- The Department for Education (DfE)
- Schools that you go to after leaving us
- The Police and Law Enforcement
- NHS
- Children's Social Care
- Companies providing services and in-education support programmes

Why do we share your information?



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

Department for Education (DfE)

The Department for Education (DfE) collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the Department for Education (DfE) either directly or via our LA for the purpose of those data collections, under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All information we share with the Department for Education (DfE) 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, which can be found by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

How does the government use your data?

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. 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 DfE, e.g. via the school census, follow this link: <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 NPD.

The NPD is owned and managed by the 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).

Information on the NPD is held in electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link:

<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 students' personal data with certain third parties, including:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime



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 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 your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the Department for Education (DfE) directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact Mrs Mina Douglas, Office Manager and Data Protection Coordinator, at office@wgpa.snmat.org.uk, or the SNMAT Data Protection Officer at data.protection@snmat.org.uk

If you are concerned about the way we are collecting or using your information, please raise your concern with Mrs Douglas, Office Manager and Data Protection Coordinator or the SNMAT Data Protection in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

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If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting Mrs Mina Douglas or the SNMAT Data Protection Officer.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated in April 2025.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Mrs Mina Douglas, Office Manager and Data Protection Coordinator, at office@wgpa.snmat.org.uk or the SNMAT Data Protection Officer at data.protection@snmat.org.uk

If you require further information about how we and/or the DfE store and use your personal data, our Data Protection Policy is available on our website (<http://www.wgpacademy.org.uk>) or please visit the Gov.UK website, (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>).