Privacy Notice

For Parents/Carers & Pupils: Use of ***your personal data***

September 2026

Under data protection law, individuals have a right to be informed about how Sandon Primary Academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **you**.

We, Sandon Primary Academy are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs K Burrows. You can contact our DPO by emailing info@sandonprimary.org.uk

Sandon Primary Academy is the data controller for the personal data covered by this notice. This notice explains what information we collect about pupils and, where relevant, their parents/carers, why we use it, who we share it with, how long we keep it and the rights you have.

Our Data Protection Officer is Mrs K Burrows (Vice Principal). Contact: info@sandonprimary.org.uk, marked FAO: Data Protection Officer, or telephone 01782 319097.

1. Information we collect about pupils

- Personal identifiers and contact information, such as name, date of birth, address, contact details and unique pupil number (UPN).
- Characteristics, such as ethnicity, language, and eligibility for free school meals or other funding.
- Safeguarding information, such as court orders, concerns and professional involvement.
- Special educational needs and disabilities information, including identified needs, provision and support.
- Medical and administration information, such as health information, allergies, medication, dietary requirements, doctors, dental health and emergency information.
- Attendance information, including sessions attended, absences, reasons for absence and previous schools.
- Assessment, attainment, pupil and curriculum records, including statutory and internal assessment results.
- Behavioural information, including suspensions/exclusions and alternative provision where relevant.
- Information about trips, activities, clubs, catering and meal management.
- Photographs, video recordings and CCTV images.
- Information used for identity management or authentication where applicable.

This list is not exhaustive. We only collect information that is relevant and necessary for the purposes for which it is used.

2. Information we collect about parents and carers

- Names, addresses, telephone numbers, email addresses and contact preferences.
- Relationship to the child, parental responsibility and emergency contact details.
- Information needed to administer admissions, school services, clubs, trips, payments, funding or benefit applications.
- Photographs, video recordings and CCTV images where relevant.
- Information about family circumstances, health, safeguarding or support where it is necessary to support or protect a pupil.
- Other identifiers where genuinely required for a specific statutory or funding purpose.

We may receive information about pupils or families from other schools, local authorities, the Department for Education (DfE), health services, social care and other organisations where the law permits or requires this.

3. Why we collect and use this information

- Support pupil learning and provide targeted, personalised education.
- Monitor and report on attainment and progress.
- Provide pastoral, medical and special educational needs support.
- Safeguard and protect children and vulnerable people, including keeping emergency and allergy information up to date.
- Manage attendance, behaviour, discipline, admissions, school meals, trips, activities, clubs and other school services.
- Communicate with pupils, parents and carers about education, school operations, events and news.
- Assess and improve the quality and effectiveness of our services.
- Meet statutory duties, including required DfE data collections and lawful data sharing.

4. **Our lawful reasons for using personal data**

We process personal data only where data protection law allows us to. Our main lawful bases under the UK GDPR

are compliance with a legal obligation and performance of a task in the public interest or in the exercise of official authority. Depending on the activity, we may also rely on contract, vital interests, legitimate interests where available to us, or consent.

Where we process special category information, such as health or ethnicity data, we also identify an appropriate condition under Article 9 of the UK GDPR and any applicable condition under the Data Protection Act 2018.

Relevant legal obligations include education and safeguarding legislation. For the school census, as an academy, we are required to share pupil information with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Where consent is the lawful basis, you can withdraw it at any time. Withdrawal does not affect processing that took place before consent was withdrawn.

5. How we collect information

We collect information through admission and registration forms, information supplied by parents/carers and pupils, school records and systems, statutory returns, safeguarding and support records, and secure transfer from previous schools, including the Common Transfer File (CTF).

Pupil data is essential to the school's operation. Most pupil information we request is mandatory, but some is voluntary. At the point of collection we will make clear whether information must be provided and, where appropriate, what may happen if it is not provided.

6. How we store and protect information

We keep personal data securely and only for as long as it is needed. Retention periods are set out in the school's records management and retention arrangements. Our retention information and relevant data protection policies are available from the school office and, where published, on the school website: www.sandonprimaryacademy.com.

Where personal data is transferred outside the UK, we will ensure that the transfer is made in accordance with data protection law and that appropriate safeguards are in place.

7. Who we share information with

We share information only where there is a lawful reason to do so. Depending on the circumstances, recipients may include:

- Schools or educational settings a pupil attends after leaving us.
- Stoke-on-Trent City Council and other relevant local authorities.
- The Department for Education (DfE).
- The pupil's family or authorised representatives where appropriate.
- Ofsted and other regulators.
- Health services, NHS bodies, school nursing and health or social welfare organisations.
- Social care, safeguarding partners, police, courts and tribunals where appropriate.
- Educators, assessment or examining bodies where applicable.
- Professional advisers, consultants, auditors, contractors, suppliers and service providers acting for the school under appropriate data protection arrangements.
- Other central or local government bodies where lawfully required.

We do not routinely disclose personal information simply because a third party asks for it. We consider the lawful basis, necessity and proportionality of each disclosure and use secure methods when information is transferred.

8. Department for Education and the National Pupil Database

The DfE collects personal data from schools and local authorities through statutory data collections. Data we lawfully provide helps underpin school funding, short-term education policy monitoring, school accountability and intervention, and longer-term research and monitoring of education policy.

The National Pupil Database (NPD) is owned and managed by the DfE and contains information about pupils in schools in England. Information is securely collected from schools, local authorities and awarding bodies. It is used for research and statistical purposes to improve and promote the education and wellbeing of children in England and to help understand how education and children's services are working.

The DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where those conditions are met, data may be shared with parties such as schools and local authorities, researchers, organisations connected with children's education or wellbeing, other government departments and agencies, and organisations fighting or identifying crime.

More information about the NPD: https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice

DfE data collection requirements: https://www.gov.uk/education/data-collection-and-censuses-for-schools

DfE research data sharing: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

DfE external data shares: https://www.gov.uk/government/publications/dfe-external-data-shares

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

9. Your data protection rights

Under the UK GDPR, pupils and parents/carers have rights relating to their personal data. Which rights apply depends on why and how the information is being processed. These include:

- The right to be informed about the collection and use of personal data.
- The right of access, including making a subject access request (SAR).
- The right to ask for inaccurate or incomplete information to be corrected.
- The right to erasure in certain circumstances.
- The right to restriction of processing in certain circumstances.
- The right to object to processing in certain circumstances.
- Rights relating to automated decision-making and profiling.
- The right to withdraw consent at any time where consent is the lawful basis.
- The right to complain to the Information Commissioner's Office (ICO).

These rights are not absolute. For example, the right to erasure does not apply where processing is necessary for a legal obligation or public task. There may also be other lawful reasons why a request can be refused or restricted.

Parents/carers may be able to exercise rights or request access on behalf of a child depending on the child's competence, the nature of the information and the applicable education and data protection law. Requests will be considered on their individual circumstances.

To make a request about information held by the school, contact the Data Protection Officer using the details at the end of this notice.

To find out how to request personal information held by the DfE: https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

10. Complaints

If you have concerns about the way we collect or use personal data, please contact us first so that we can try to resolve the matter. You also have the right to complain to the Information Commissioner's Office.

ICO complaints and concerns: https://ico.org.uk/make-a-complaint/

ICO telephone: 0303 123 1113. Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

11. Contact and review

Data Protection Officer: Mrs K Burrows (Vice Principal)
Email: info@sandonprimary.org.uk, marked FAO: Data Protection Officer
Telephone: 01782 319097

This notice was updated in September 2026. We may update it when our processing, legislation or guidance changes, so we recommend checking the school website periodically for the current version.

This notice has been updated with reference to the Department for Education privacy notice model documents and Sandon Primary Academy's existing privacy notice.