# Newport Infant School and Nursery

# Privacy Notice (How we use pupil information)

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| Policy Lead | Governing Body |
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# Privacy Notice (How we use pupil information)

The Data Protection Act (2018) sets out in UK law the legal framework with which education settings, local authorities and the department for education must comply when they process personal data. It is based on the UK General Data Protection Regulation (UK GDPR).

Please find out more by accessing our Data Protection Policy.

Newport Infant School and Nursery will ensure that all personal data, whether paper or electronic, collected about staff, children, governors, and other individuals is collected, stored and processed in accordance with the law.

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

Newport Infant School and Nursery is the *data controlle*r for the use of personal data in this privacy notice. The *data protection officer* for Newport Infant School and Nursery is a local authority officer: **Mr Rob Montgomery.**

## 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 meals eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the need and level)
- 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 Early Learning Goals, Key stage 1 and phonics results)
- behavioural information (such as exclusions and any alternative provision but in place)

This list is not exhaustive, to access the current list of categories of information we process please see our Data Protection Policy.

## 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

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

In addition, concerning any special category data:

- In the case of ethnicity and fingerprint information: condition a: the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject.
- Other special category data will be processed under Article 9(2)(c), (d) and (g) of the UK GDPR

## Collecting pupil information

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information.

Pupil data is essential for the schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR 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 and we will tell you what you need to do if you do not want to share this information with us.

## Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information regarding our data retention schedule and how we keep your data safe, please see our Data Protection policy.

## Who we share pupil information with

We routinely share pupil information with:

- school that the pupil attends after leaving us
- our local authority
- the Department for Education (DfE)
- other local authorities

## 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 data collections, under:

- 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)
- 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

## Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.

## 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 Emma Heeley, Headteacher by email at a2074@telford.gov.uk or telephone 01952 386610. Data Protection Officer – IG@telford.gov.uk or telephone 01952 383103.

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 haven't 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 Emma Heeley, Headteacher by email at a2074@telford.gov.uk or by telephone 01952 386610.

## 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 June 2026.

## Contact

If you would like to discuss anything in this privacy notice, please contact Emma Heeley, Headteacher by email at a2074@telford.gov.uk or by telephone 01952 386610 or the School's Data Protection Officer, Rob Montgomery by email at Robert.Montgomery@telford.gov.uk or by telephone 01952 383103.

If you require information about Telford and Wrekin Local Authority's policy follow the link:

**Data protection and freedom of information - Telford & Wrekin Council**

## 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 interventions (for example, school statutory test 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 pupil's 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
- 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's 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 DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department 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 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, you should make a 'subject access request'.  See the guide for details:

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

Further information on what personal information the Department for Education (DfE) holds about you published in the privacy notices for early years foundation stage to key stage 3, and key stage 4 and 5 and adult education. These are available below:

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

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

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