



Whaddon C of E School

Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**. The school is the 'data controller' for the purposes of data protection law. We collect and hold personal information from you about your child and may receive information about your child from any previous school attended, the Local Authority, the Department for Education and the Learning Records Service.

There is no external DPO at Whaddon School. However, a governor is employed in this capacity in their role outside of school and supports the school maintain lawful and timely support for SAR requests and other related matters.

The categories of pupil information that we process

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal identifiers and contact details such as name, unique pupil number, contact details, address, date of birth, identification documents
- Assessment and attainment such as Key Stage 1 and Key Stage 2 results, Year 4 multiplication check, Year 1 Phonics Screening results and EYFS results
- Pupil and curricular records
- Characteristics, such as ethnicity, language and eligibility for free school meals. Special Educational Needs including the needs and ranking.
- Medical and administration such as doctor's information, child health, dental health, allergies, medication and dietary requirements
- Attendance information such as sessions attended, number of absences, absence reasons and any previous schools attended
- Safeguarding information such as court orders and professional involvement
- Details of any support received, including care packages, plans and support providers

- Behaviour information such as exclusions and any relevant alternative provision put in place.
- Catering and Free School Meal management
- Consent for visits, trips and activities
- Photographs

Why we collect and use pupil information

We collect and use pupil information for the following purposes.

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe [e.g food allergies, emergency contact details]
- To administer school admissions
- To meet the statutory duties placed upon us for DfE data collections.
- To comply with the law regarding data sharing

Our legal basis for using this data

We collect and use pupil information under the General Data Protection Regulations 2018; particularly under Article 6 and also Article 9, where the information is collected and used because it is required in order to carry out the task of educating and ensuring the welfare of our pupils.

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this 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 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. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We hold pupil data securely for the set amount of time shown in our data retention schedule. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We follow DfE guidelines on the retention and storage of data. All pupil data is stored securely and transferred/disposed of securely as required. Please refer to the Information and Records Management Society's toolkit for schools.

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- The pupil's family and representatives
- Health authorities
- Security organisations
- Social welfare organisations
- Police forces, courts, tribunals

Why we regularly share pupil information

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Department for Education

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.
- DfE Assessment and Reporting Arrangements.
- EYFSP - Section 40(2)(a) of the Childcare Act 2006 (Learning and Development Requirements) Order 2007 (S.I. 2007/1772)
- KS1 and KS2- section 87 of the Education Act 2002. Article 9 of The Education (National Curriculum) (Key Stage 1 and 2 Assessment Arrangements) (England) Order 20042

All data is transferred securely and held by 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-foundationstage-to-key-stage-3>

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 our school office
[office@maidsmoreton.bucks.sch.uk]

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 the school office [office@maidsmoreton.bucks.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 in September 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact our school head teacher

Sarah Prior
Head Teacher
Whaddon C of E School
Stock Lane
Whaddon
MK170LS

01908 501719

office@whaddon.bucks.sch.uk

How the Government uses the data

The pupil data that we lawfully share with the 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, end of Key Stage assessment results and 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 wellbeing 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-privacynotice/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/personalinformation-charter> or

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

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

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.

Sarah Prior: September 2025 Readopted by the Governing Body: December 2025 Next review date: September 2026