



# Privacy Notice for Parents and Carers – Use of Your Child’s Personal Data Policy

## PLAN ADMINISTRATION

### PRIVACY NOTICE FOR PARENTS AND CARERS – USE OF YOUR CHILD’S PERSONAL DATA POLICY

<b>Version number</b>	4
<b>Date of first issue</b>	1 <sup>st</sup> September 2022
<b>Date of review</b>	11 <sup>th</sup> June 2025
<b>Date of next review</b>	11 <sup>th</sup> June 2026
<b>Electronic copies of this plan are available from</b>	School 'A' drive
<b>Hard copies of this plan are available from</b>	School office
<b>Person responsible for review</b>	Headteacher

PLAN SIGN-OFF:

ROLE	SIGNATURE	DATE
Headteacher		11.06.2025
Chair of Governors		11.06.2025
School Business Manager		11.06.2025



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## 1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices'.

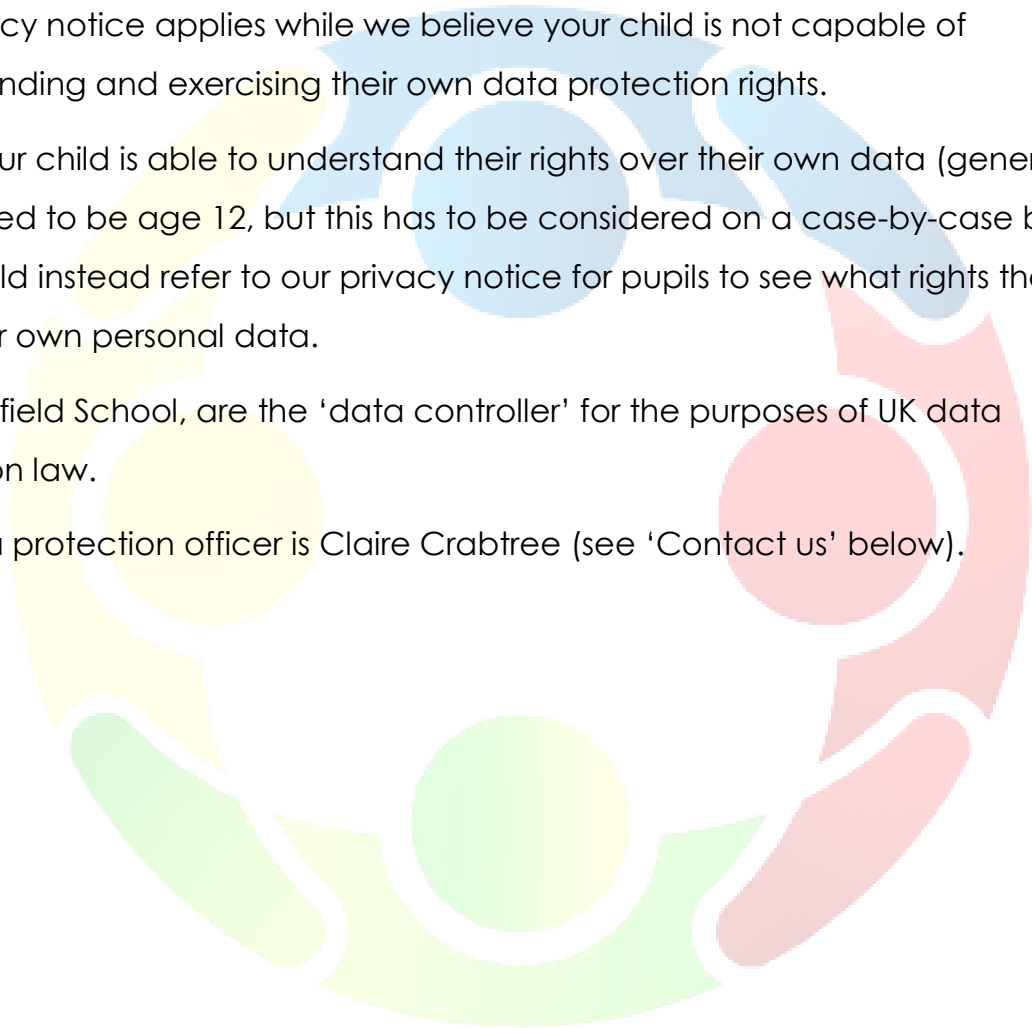
This privacy notice explains how we collect, store and use personal data about **pupils at our school**.

This privacy notice applies while we believe your child is not capable of understanding and exercising their own data protection rights.

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), you should instead refer to our privacy notice for pupils to see what rights they have over their own personal data.

We, Mayfield School, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Claire Crabtree (see 'Contact us' below).



## 2. The categories of pupil information that we process

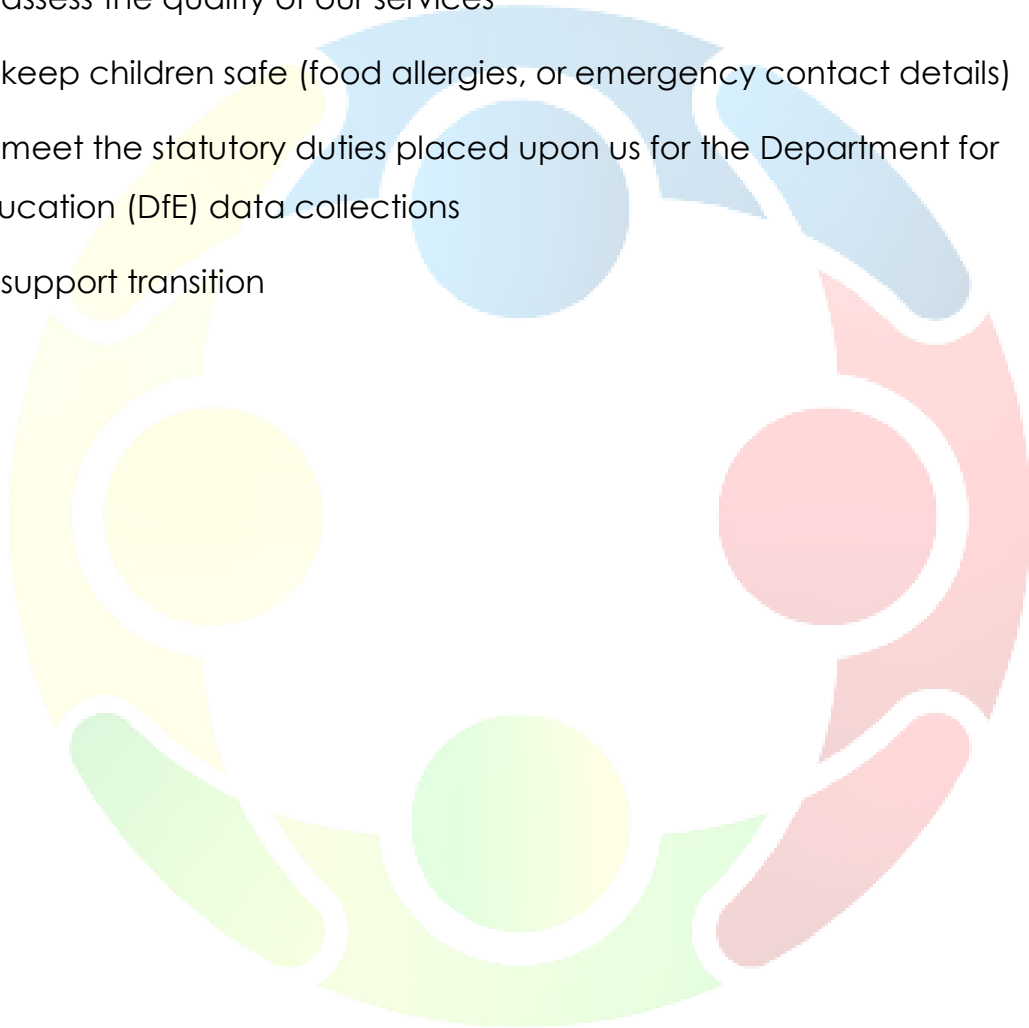
Personal data that we may collect, use, store and share (when appropriate) about your child includes, but is not restricted to:

- 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 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

### 3. 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
- g) To support transition

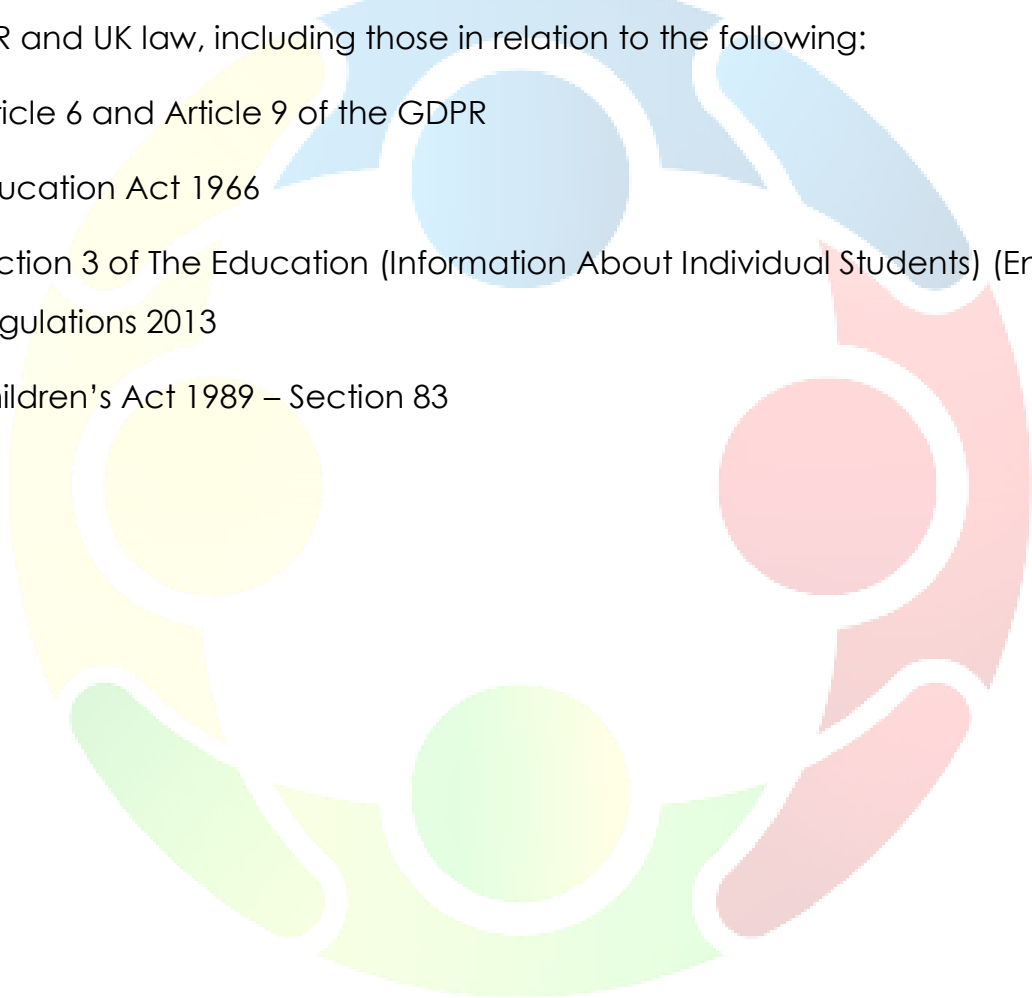


## 4. Our lawful basis on which we use this information

The Data Protection Act 1998 was replaced by the General Data Protection Regulation (GDPR) on 25<sup>th</sup> May 2018.

Mayfield School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from previous educational establishments, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

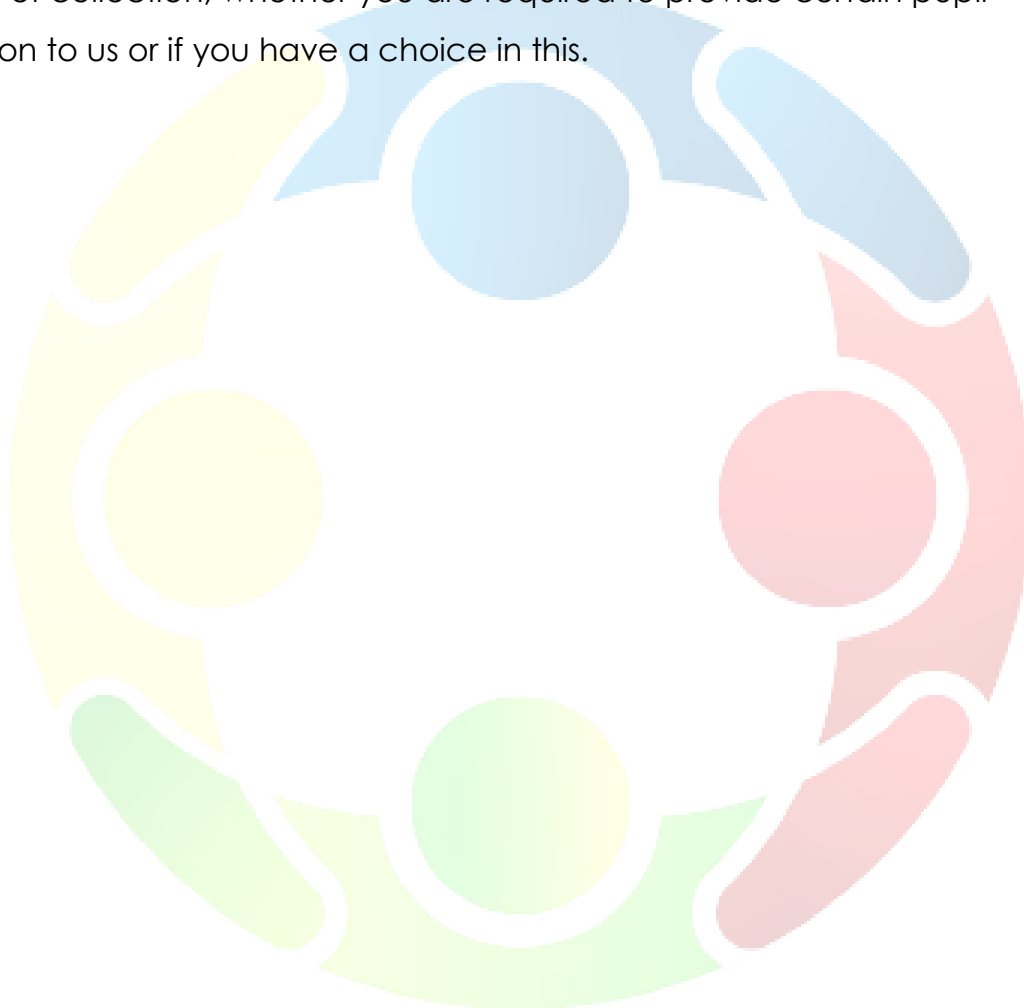
- Article 6 and Article 9 of the GDPR
- Education Act 1966
- Section 3 of The Education (Information About Individual Students) (England) Regulations 2013
- Children's Act 1989 – Section 83



## 5. Collecting pupil information

We collect pupil information via registration forms at the start of the school year or by Common Transfer File (CTF) or secure file transfer from previous school.

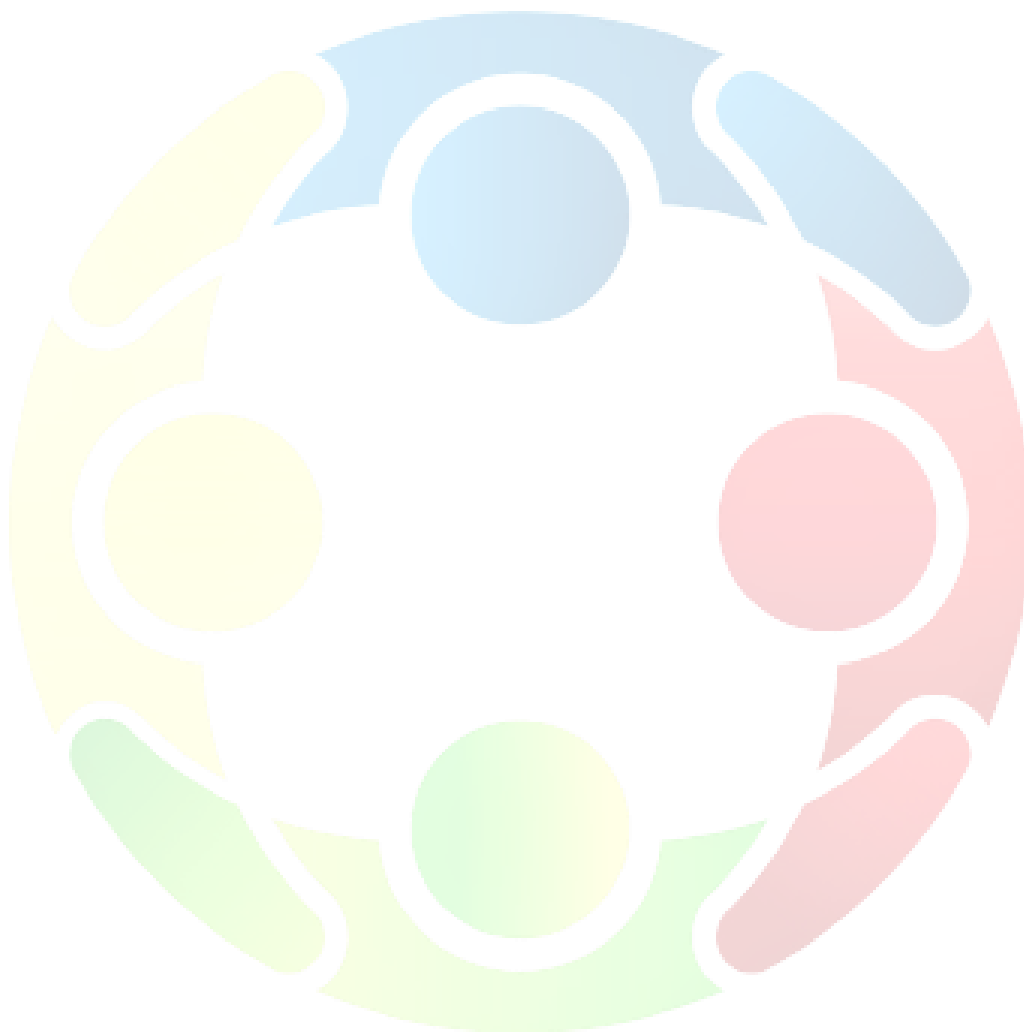
Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required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



## 6. Storing pupil data

Personal data relating to students at Mayfield School and their families is stored in line with the school's GDPR Data Protection Policy.

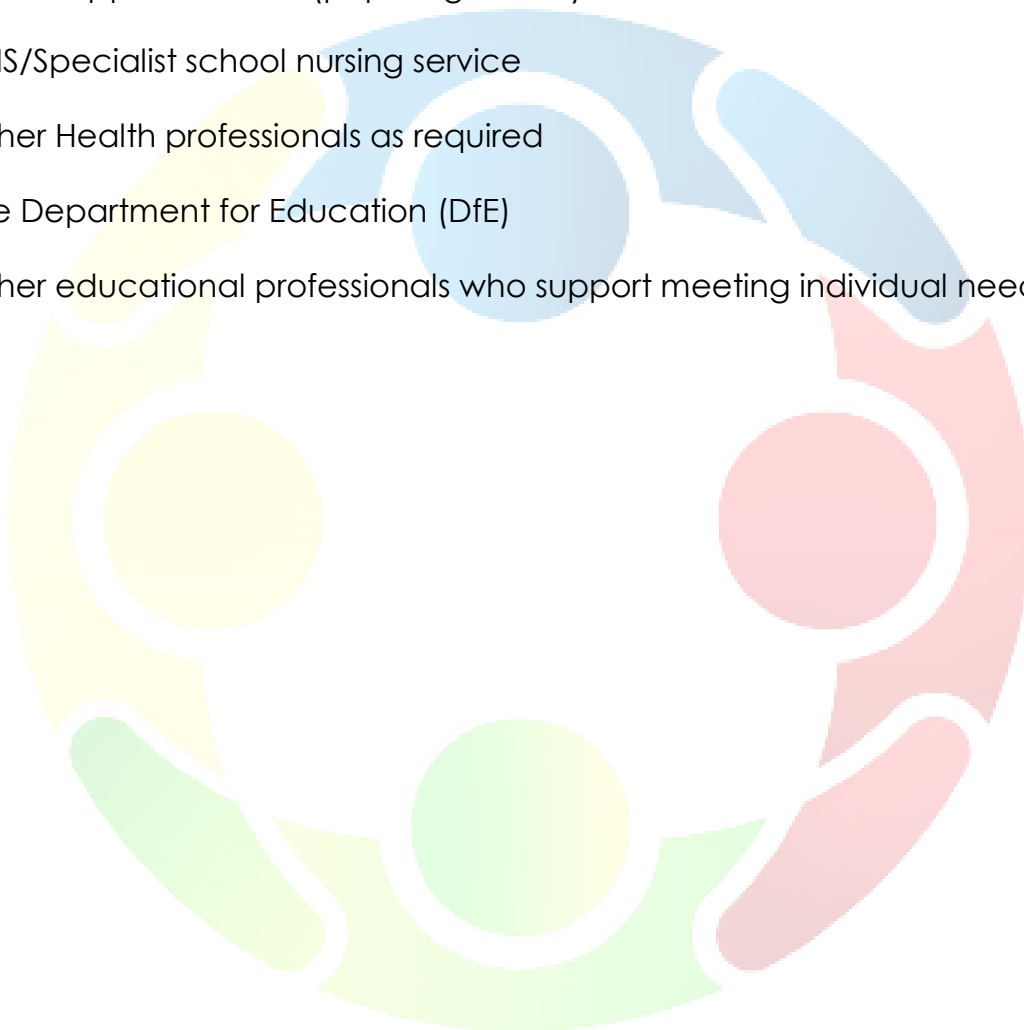
In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the tasks for which it was originally created.



## 7. Who we share pupil information with

We routinely share pupil information with:

- Schools, colleges or work based providers that the pupils attend after leaving us
- Our local authority, its officers or those working for them
- Youth support services (pupils aged 13+)
- NHS/Specialist school nursing service
- Other Health professionals as required
- The Department for Education (DfE)
- Other educational professionals who support meeting individual needs

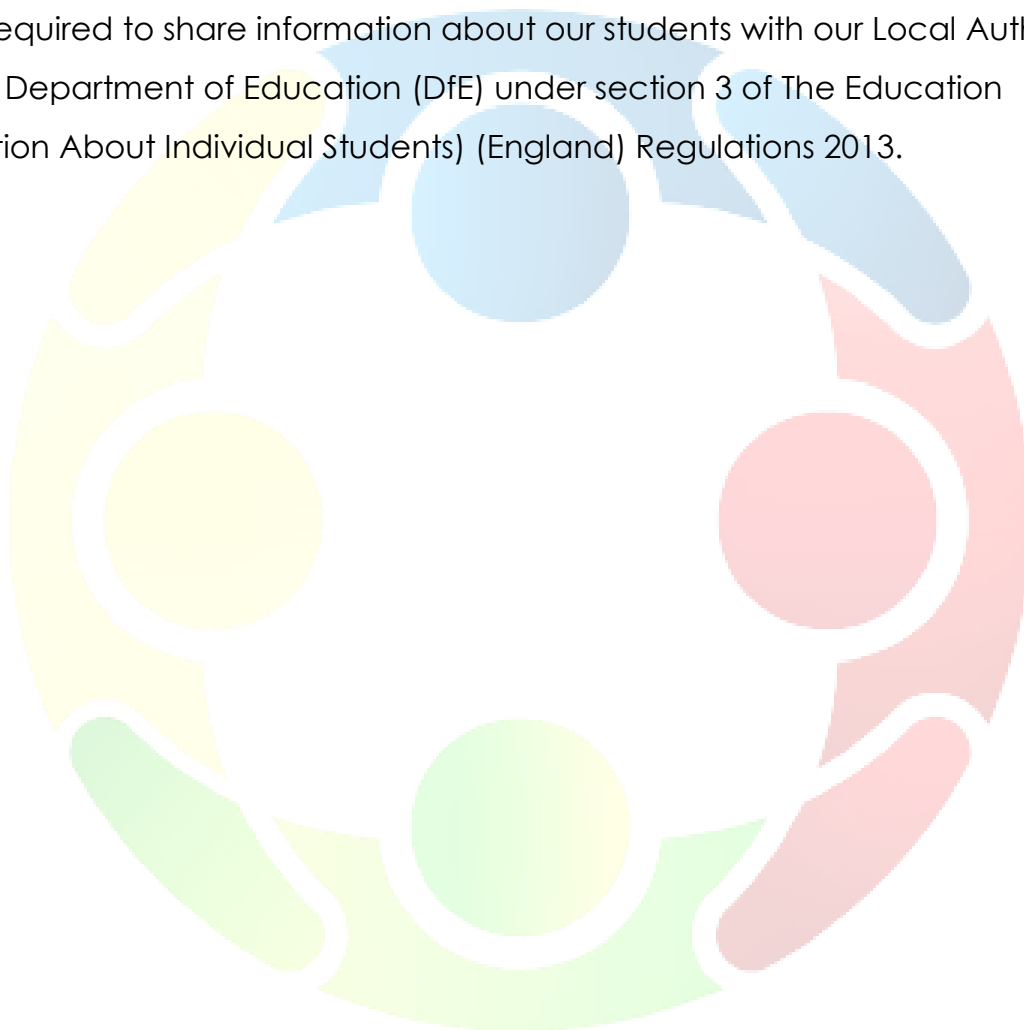


## 8. Why we regularly share pupil information

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 student's data with the Department of Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with our Local Authority (LA) and Department of Education (DfE) under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.



## 9. Youth support services

### **Pupils aged 13+**

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

### **Pupils aged 16+**

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

For more information about services for young people, please visit our local authority website.

## 10. 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.



## 11. Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school's data protection officer Claire Crabtree on 01257 263063 or [claire.c@chorleymayfield.lancs.sch.uk](mailto:claire.c@chorleymayfield.lancs.sch.uk)

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 about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at

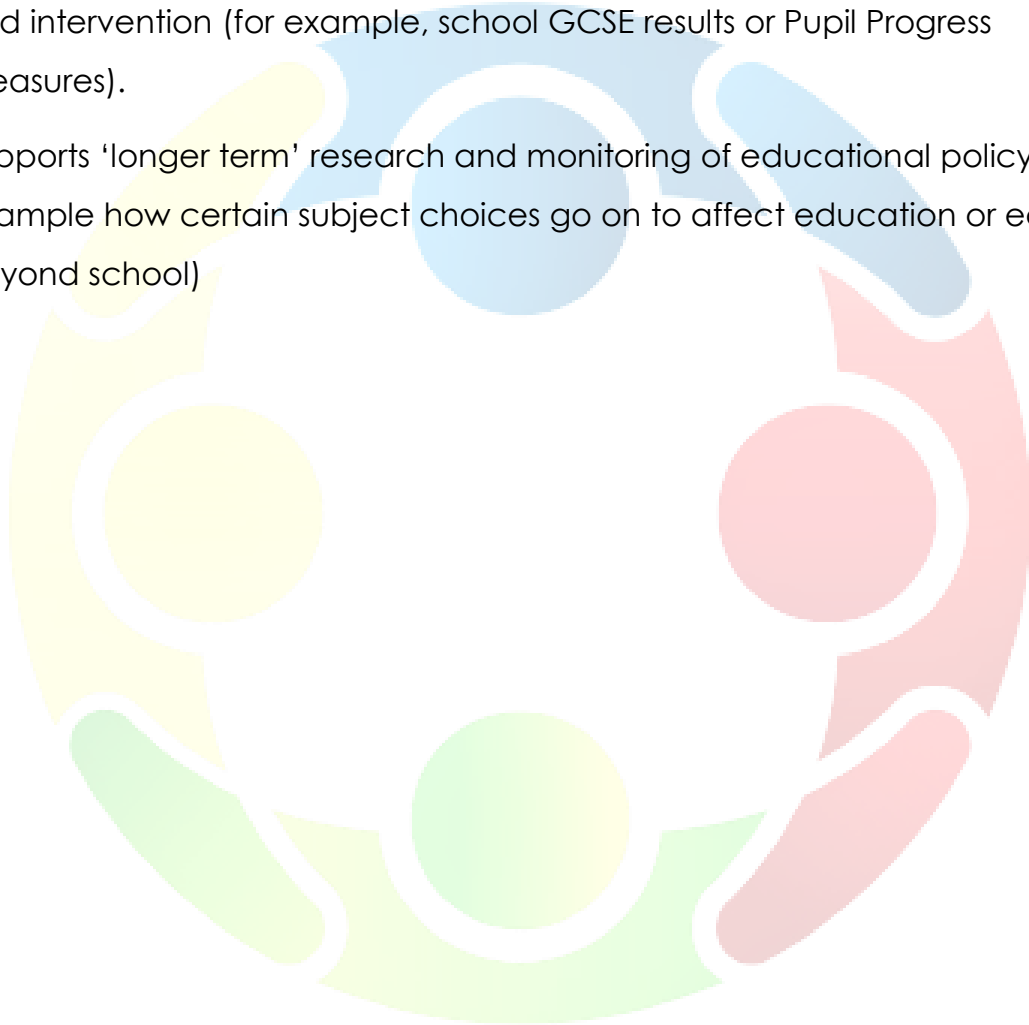
<https://ico.org.uk/concerns/>

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.

## 12. 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 upon the numbers of children and their characteristics in each school.
- Informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE 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)



### 13. Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.



## 14. The National Pupil Database (NPD)

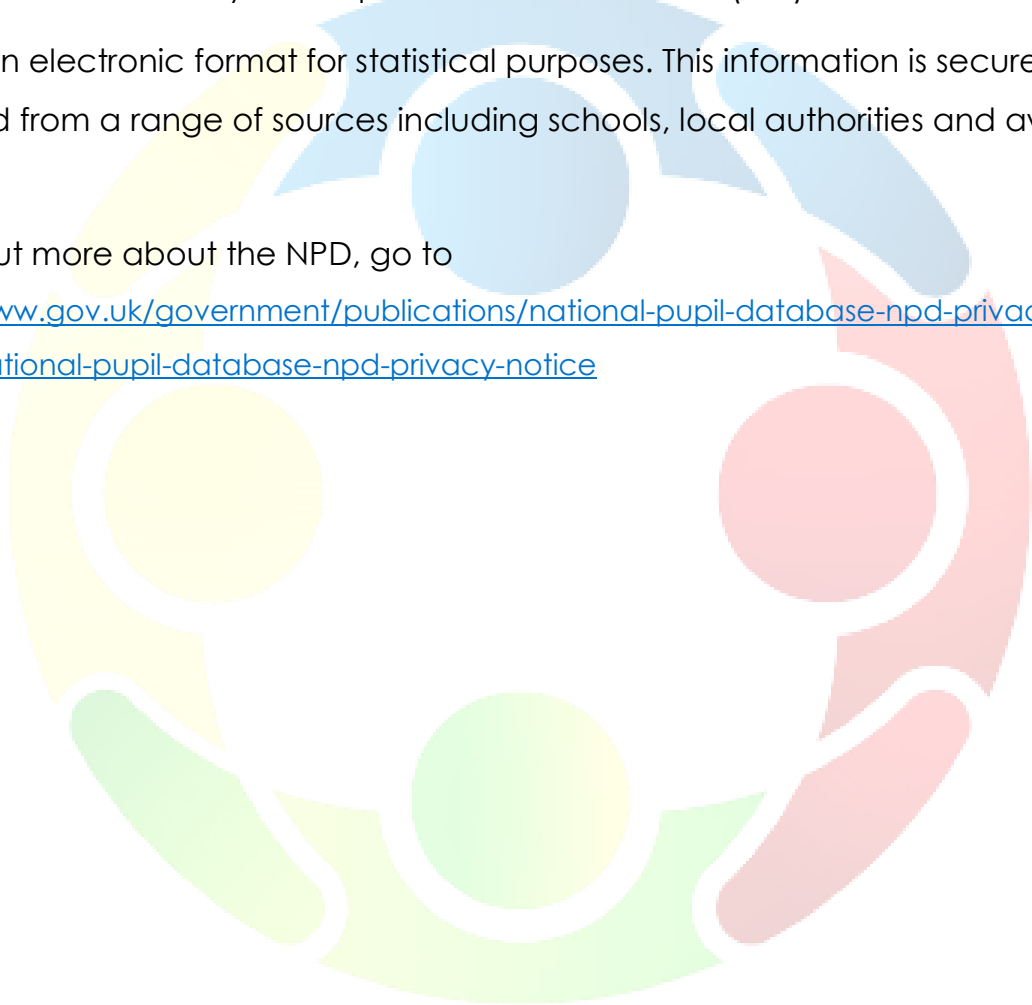
Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. It provides invaluable 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-npd-privacy-notice/national-pupil-database-npd-privacy-notice>



## 15. 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, (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>

## 16. 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'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/personal-information-charter>

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

## 17. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Claire Crabtree
  - [sbm@chorleymayfield.lancs.sch.uk](mailto:sbm@chorleymayfield.lancs.sch.uk)
  - 01257 263063



## 18. Review period

This policy will be reviewed annually to ensure its continued effectiveness and relevance. Any necessary updates will be implemented promptly, particularly in response to changes in legislation, industry standards, or guidance issued by the Local Council (LCC). If the LCC releases an update, the policy will be revised accordingly to align with the new requirements.

