

# Carlisle & Hampton Hill Federation



## Pupils Privacy Notice 2025-26

Source of policy e.g. AfC	Satswana model privacy notice
Date of review:	September 2025
Date of last review:	Jan 2025
Staff member responsible:	Z Brittain/D Fawcett
Governor name & committee responsibility:	Deb Long/B Clifford A&F
This policy was ratified by Full Governing Body (if applicable):  Date next due for review:	  September 2026

## Policy Statement

This notice explains what personal data (information) we hold about you, how we collect it, how we use it, and how we may share it. We are required to give you this information under data protection law.

## Definitions

Term	Definition
School	Carlisle and Hampton Hill Federation
Department of Education (DfE)	is the government department which deals with education
Local Authority (LA)	Richmond upon Thames
Federation Headteacher	Zoe Brittain
Head of School	Dave Wells Carlisle Infant School Marc Lowery Hampton Hill Junior School
Chair of Governors (CoG)	Deb Long/B Clifford
Governors	Lisa Day Guy Elliott Margaret Hall Ali Hodder Williams Ros Morgan Casey Mouton Roisin Sullivan Emma Waight Lorna Yates
Business Manager	Danielle Fawcett
Designated Safeguarding Leads (DSL)	Dave Wells Carlisle Infant School DSL Marc Lowery Hampton Hill Junior School DSL
Parents	Are either the parents, carers, or guardians
Schools Data Protection Officer (DPO)	is Satswana Ltd, Suite G12 Ferneberga House, Alexandra Road, Farnborough, GU14 6DQ. <a href="mailto:info@satswana.com">info@satswana.com</a>
<a href="#">Data Protection Act</a> (DPA)	The Data Protection Act 2018 makes a provision about the processing of personal data, which is subject to GDPR, with an amendment in 2023.
<a href="#">UK General Data Protection Regulation</a> (GDPR)	which applies across the European Union (including in the United Kingdom)
<a href="#">Freedom of Information Act</a> (Fol)	The Freedom of Information Act 2000 discloses information held by public authorities or persons providing services for them and amends the Data Protection Act.

<a href="#">Educations Act (EA)</a>	The Education Act 1996 consolidates the Education Act 1944 and certain other educational enactments.
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[School] – Governors and Other Volunteers Privacy Policy 2024-25

<a href="#">Information Commissioners Office (ICO)</a>	This organisation ensures compliance with the Data Protection Act, Freedom of Information Act, and GDPR and handles formal complaints.
Electronic Platform	An electronic platform is any means the school communicates. This could include, but is not limited to, Email, Online Portals, and Social Media platforms.

## 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' (sometimes called 'fair processing notices') to individuals where we are processing their data.

This privacy notice explains how we collect, store and use personal data about individuals working with our school or trust in a voluntary capacity, including governors or trustees.

Our School is the 'data controller' for UK data protection law.

Our data protection officer is Satswana Ltd, also known as Schools Data Protection Officer (DPO).

This privacy policy applies to all personal data processed by the School and its subsidiary companies, organisations, and clubs, collectively called the "School."

This policy provides information about how the School uses (or "processes") personal data about individuals, including:

- Current, past, and prospective pupils
- Their parents, carers, or guardians (referred to in this policy as "parents")
- Staff, including employees, contractors, casual workers, and volunteers
- Donors, friends, and supporters
- Visitors and other individuals connected to the School

This policy applies to any contract between you and the School and any other information or policies the School may provide about a particular use of personal data. The School will update this policy from time to time. We will highlight any changes that substantially affect your rights on our website or directly to you as far as practicable. If you have any questions about your data or its use, please contact our DPO.

## What Data the School Processes

As part of its operations, the School may process a wide range of personal data about individuals, including by way of example:

- Names, addresses, telephone numbers, email addresses, and other contact details
- Car details (about those who use our car parking facilities)
- Bank details and other financial information
- Current, past, and prospective pupils' academic, disciplinary, admissions, and attendance records, and

examination scripts and marks

- Personnel files, including in connection with academics, employment, or safeguarding
- Nationality and other immigration status information (e.g., Right to Work/Study), including copies of passport information and any other information required for school trips or proof of residency
- Where appropriate, information about individuals' health, special needs, and contact details for their next of kin
- References given or received by the School and information provided by previous educational establishments or other professionals or organisations working with pupils or previous employers
- Correspondence with and concerning staff, pupils, and parents past and present
- Images of individuals engaging in school activities and images captured by the School's CCTV system
- Visitor logs, login credentials, digital access, and other logs
- Biometric information is used to access cashless payment systems and boarding facilities.

### **How we use your personal information**

We use your personal information to:

#### **The personal data we hold about students**

We hold some personal information about you to ensure we can help you learn and look after you when you attend a school in our Trust.

For the same reasons, we also get information about you from other sources, such as other schools, the local council, health and social care agencies, and the government.

This information includes but is not limited to:

- your contact details.
- assessment of your work.
- your attendance records.
- your characteristics, like your ethnic background or any special educational needs.
- any medical conditions you have.
- information about dietary requirements.
- details of any behaviour issues or exclusions.
- photographs or recordings.
- details of where you go when you leave us, which new school you may move to.
- CCTV images.
- biometric data (from your thumbprint) if your school uses thumbprint entry for the library or cafeteria and only where consent has been given.

#### **The personal data we hold about parents**

We hold some personal information about parents and your emergency contacts to ensure we can help students learn and look after you at school.

- first name, surname.
- Title.
- contact details.
- payment details (for nursery fees).
- payment details (if using a payment system where the data is stored in school and not with the payment company).

- We may also hold some information about parents or family if students have a safeguarding folder.

### **Why we use this data**

We use this data to help run the school, including to:

- get in touch with you and your parents when we need to.
- check how you're doing in all subjects and work out whether you or your teachers need any extra help.
- provide remote learning opportunities.
- track how well your school is performing.
- look after your wellbeing.
- refer to CCTV data as part of behaviour, disciplinary or grievance processes.
- provide you with access to curriculum tools.
- provide you with career and work experience opportunities.

#### **1. How long your data will be kept**

We will keep your personal information while you are a student at the School. We may also keep it after you have left the School, where we are required to by law. If you leave us mid-year or move to a new school outside of the School, we will transfer your pupil record to your new school via the secure DfE online tool.

Our record retention schedule/records management policy is based on the Information and Records Management Society's toolkit for schools and sets out how long we keep information about pupils.

Historical archives of a non-sensitive nature regarding students' attendance at the school, their house, and participation in extracurricular activities may be retained indefinitely for historical enquiry; no academic or disciplinary records will be maintained as part of this archive.

We will take reasonable steps to securely delete or anonymise personal data when it is no longer needed.

### **Reasons we can collect and use your personal information**

We collect and use your personal information to carry out tasks to comply with our legal obligations and to carry out tasks in the public interest. We rely on the following legal bases under the UK GDPR:

- Article (6)(1)(c) - Legal obligation: the processing is necessary to comply with the law (not including contractual obligations).
- Article (6)(1)(d) – Life or death situation: to protect your interests (or someone else's interest)
- Article (6)(1)(e) - Public task: the processing is necessary to perform a task in the public interest or for official functions (task or function has a clear basis in law).
- Article 6(1)(f) – legitimate interests: where we may need to collect additional personal information to distinguish you from another individual.

When we collect or share 'special category' personal data, we rely on the following legal bases under the UK GDPR:

- Article 9(2)(g) - Reasons of substantial public interest

We rely on the Equality of opportunity or treatment purpose condition from Schedule 1 of the Data Protection Act 2018 when relying on Article 9(2)(g) to process your special category data.

- Article 9(2)(h) - Health or social care (if a case needs to be stepped up to children's social work services or the management of social care systems or services)

- Article 9(2)(j) - Archiving, research and statistics (for scientific or historical research purposes or statistical purposes)
- Article 9(2)(f) - Legal claims or judicial acts (for the establishment, exercise or defence of legal claims whenever courts are acting in their judicial capacity).

We collect and use pupil information under sections 19, 537A and 507B of the Education Act 1996, section 83 of the Children Act 1989, The Education (Information About Individual Pupils) (England) Regulations 2013, and The Localism Act 2011.

We may also collect and use information about your health or other protected characteristics, such as your religion or ethnicity. These are special categories of personal information, and we will only collect and use them when necessary. The legal basis here is Article 9(2)(i) of the UK GDPR.

Public Health England also has special permission from the Secretary of State for Health and Social Care to use personally identifiable information without your permission, where this is in the public interest. This is known as 'Section 251' approval and includes using the information collected by the NHS to help protect the public in a health emergency. The part of the law that applies here is Section 251 of the National Health Service Act 2006 and the associated Health Service (Control of Patient Information) Regulations 2002.

### **Our basis for using special category data**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your child's data in a certain way
- We need to perform or exercise an obligation or right concerning employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. preserve your child's life or someone else's life) in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

We will only collect and use criminal offence data when we have both a lawful basis, as set out above, and a condition for processing set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. preserve your child's life or someone else's life) in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

### **Who do we share your personal information with**

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

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

- DfE (statutory for school funding and educational attainment policy and monitoring) and other government agencies and local authorities as required (e.g. to resolve funding queries).
- regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013 for school census returns.
- LA teams working to improve outcomes for children and young people.
- Commissioned providers of LA services (such as education services).
- Other schools or colleges that you may attend after leaving us.
- Local forums with schools and LA representatives, which support in-year fair access processes and support managed moves between schools.
- Local multi-agency forums that provide SEND advice, support, and guidance.
- Partner organisations signed an Information Sharing Agreement, where necessary, which may include Police, school nurses, doctors, mental health workers and NHS Foundation Trust.
- Schools in our local collaboration to enable the moderation of pupil assessment outcomes, support collaborative working through joint analysis, and ensure children continue to receive appropriate education provision.
- LA has to share information with external moderators (teachers with recent relevant experience) of end-of-key stage assessments to meet statutory requirements from the Standards and Testing Agency (STA).
- Third-party providers of information services (such as student apps) where consent has been given.
- Contracted providers of services (such as school photographers, filtering and monitoring, and catering providers) where consent was given.

We will share personal information with law enforcement or other authorities if required by applicable law.

We must share information about our students with LA and the DfE under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

### **International transfers of personal data**

We have recorded where we store all the personal data processed in your school and by third-party services. If a third-party service stores data in the US, we have ensured that safeguards, such as standard contractual clauses, are in place to allow the safe flow of data to and from the school.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the DfE and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research and studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from various sources, including schools, local authorities, and awarding bodies.

We are required by law to provide information about our students to the DfE as part of statutory data collection, such as the school census and early years census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

The DfE may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis

- producing statistics
- providing information, advice or guidance

The DfE has robust processes to ensure the confidentiality of our data is maintained, and stringent controls are in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and are based on a detailed assessment of the following:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-data-base-npd-privacy-notice>

### **Learning Records Service (LRS)**

The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning Records across England, Wales, and Northern Ireland. It is operated by the Department for Education (DfE) in England.

The LRS supports the DfE by collecting learner information from training providers and awarding organisations. For relevant data protection legislation, the DfE is the data controller for the personal information we process.

LRS will receive your data from:

- schools, colleges, local authorities, and training/learning providers
- accredited achievement data supplied by awarding organisations

The aims of LRS are to:

- create a trusted and verified record of learning for citizens across England, Wales, and Northern Ireland
- enable education organisations to access these records when required to support individuals with enrolment in education and careers advice, ensuring they get access to the correct education and government funding
- issue you with a Unique Learner Number (ULN)
- create your Personal Learning Record (PLR)
- collect entries and results data that is used to create national statistical publications

To find out more about LRS, go to

<https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice>

### **Your Rights**

Under the GDPR, you have rights which you can exercise free of charge, which allow you to:

- Know what we are doing with your information and why we are doing it.
- Ask what information we hold about you (Subject Access Requests).
- Ask us to correct any mistakes in our information about you.
- Object to direct marketing.
- Make a complaint to the ICO.



- Withdraw consent (if applicable).

Depending on our reason for using your information, you may also be entitled to:

- Ask us to delete the information we hold about you.
- Have your information transferred electronically to yourself or another organisation.
- Object to decisions being made that significantly affect you.
- Object to how we are using your information.
- Stop using your information in specific ways.

We will always seek to comply with your request. However, we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances they apply, see the ICO's guidance on individuals' rights under GDPR.

If you would like to exercise a right, please get in touch with our DPO.

### **Keeping your personal information secure**

We take the security of personal data seriously and have implemented appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing and accidental loss, destruction, or damage. These measures include:

- Regular data protection training for staff
- Use of strong passwords and encryption
- Regular security assessments and audits
- Secure storage and disposal of personal data
- Restriction of access to personal data to authorised personnel only

In the event of a data breach, we will take appropriate steps to mitigate the impact and comply with our legal obligations, including notifying affected individuals and the Information Commissioner's Office where necessary.

### **Complaints**

If you have any concerns about how we handle your data, don't hesitate to contact our DPO. If unsatisfied with our response, you can complain to the Information Commissioner's Office (ICO). You can contact the ICO at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Tel: 0303 123 1113

Report a concern online at <https://ico.org.uk/make-a-complaint/>

### **Further information**

For further information about how the DfE uses your information:

To learn more about the pupil information, we share it with the DfE for data collection:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

For more information about the NPD, go to

<https://www.gov.uk/government/publications/national-pupildatabase-user-guide-and-supporting-information>.

For more information about the DfE's data-sharing process, please visit:

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

For information about which organisations the department has provided pupil information (and for which project), please visit the following:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

To contact DfE: <https://www.gov.uk/contact-dfe>.