Privacy Notice 2026-27

(Revised Jan 26)

Approved by Governors: Spring 2026

Signature: *Julie L Dekker* Executive Headteacher

Signature: *Heather Musk* Chair of Governors

To be reviewed annually: Spring 2027

Executive Headteacher:
Mrs Julie Dekker B.Ed (Hons), NPQH
Email: office@rocklands.norfolk.sch.uk office@greatellingham.norfolk.sch.uk
Rocklands: 01953 483369 Great Ellingham: 01953 453342

Privacy Notice (How we use pupil information)

We use information about the children in our school in a variety of ways. Much of the time this is done in order to comply with legal obligations; at other times we will ask for your permission.
We take the security and privacy of the information about you and your child seriously and do our best to ensure it is kept safe and protected.
You can find out more detailed information about the information we use, and the legal basis for this processing, by visiting the school website or requesting a paper version from the school office.

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

Further information may be collected and our records of information processing are updated to reflect these changes. (Examples in brackets are not an exhaustive list.)

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 (food allergies or emergency contact details)
- to meet the statutory duties placed upon us for Department for Education (DfE) data collections
- to meet the duties placed upon us by regulatory bodies
- to ensure equal opportunities

The school's use of data is commonly to comply with legal requirements or to fulfil the duties placed upon us as a school; where this is not the case we will request your consent.

In line with this, under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- Public Task
- Legal Obligation
- Consent

GDPR sets out some types of information as 'Special Category Data'. This is generally more personal information, such as medical. For this data the school has a second lawful basis under UK GDPR - Article 9.

These are:

- Explicit Consent of the data subject
- Necessary to protect vital interests
- Defence of legal claims
- Substantial public interest
- Medical purposes and provision of health/social care
- Public health
- Archive, statistical and research purposes

In line with data protection legislation, we maintain records of how and why information is collected, processed and disseminated.

Collecting pupil information

We collect pupil information through Pupil Application and Pupil Admission Forms. We also regularly ask parents / carers to update such information and to ensure we are notified of any changes in circumstances. The schools develop records of learning, assessment, special educational needs and disabilities, English as a second language, participation in sporting events and school trips, risk assessments, child protection and first-aid incidents.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.greatellingham.norfolk.sch.uk or www.rocklands.norfolk.sch.uk

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 (DfE)

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 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 DfE either directly or via our local authority (LA) 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 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

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.

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.

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 **Jan 2026**.

Contact

If you would like to discuss anything in this privacy notice, please contact the school office:

Great Ellingham Primary School

www.greatellingham.norfolk.sch.uk office@greatellingham.norfolk.sch.uk Tel: 01953 453342

Rocklands Primary School

www.rocklands.norfolk.sch.uk office@rocklands.norfolk.sch.uk Tel: 01953 483369

How Government uses your 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, 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)

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 DfE and contains information about pupils in schools in England. This information is collected, securely, 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 pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the 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 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 DfE to request access to individual level information relevant to detecting that crime.
For information about which organisations the 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 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 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
or
https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights
To contact the Department for Education (DfE): https://www.gov.uk/contact-dfe

Much of the data about pupils in England goes on to be held in the NPD.
The NPD is owned and managed by the 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.
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-user-guide-and-supporting-information