



Smithdown Primary School Privacy Notice

Reviewed November 2025

Smithdown Primary Privacy Notice (How we use pupil information)

The categories of pupil information that we collect, process, hold and share 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 EYFS, key stage 1, key stage 2 and phonics results,)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

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 DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

Lawful bases for pupil information under GDPR:

Article 6(1)(c) - Legal Obligation: This applies to data processing required by law to ensure the school carries out its duties appropriately.

Article 6(1)(e) - Public Task: This is the basis for processing data when it is necessary for the school to perform its official functions in the public interest, which is outlined in the Data Protection Policy.

Article 9 - Special Category Data: This applies to sensitive information such as racial or ethnic origin and religious beliefs, and is processed because there is a substantial public interest to do so, as mandated by laws like the Education Act 1996.

Consent: Consent is requested for specific purposes, such as for the use of photographs in school materials, through the Home/School Agreement. This is separate from the other legal bases that the school relies on.

We also collect and use pupil data under Article 9 of EU GDPR for data collection purposes which is required under the Education Act 1996, such as the child's racial or ethnic origin, and religious beliefs.

How we collect pupil 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.

How we store pupil data

We follow the Liverpool Authority guidelines for the length of time that information is held by school: <https://liverpool.gov.uk/schools-and-learning/requests-for-pupil-records/>

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- health services (such as school nurse, hospitals, etc.)
- educational support (such as educational psychologists or
- 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. We share pupils' data with the Department for Education (DfE) on a statutory basis.

We are required to share information about our pupils with the DfE under regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013.

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 (for example; via the school census) go to

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

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 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>

Sharing by the Department

The law allows the Department 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>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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 <https://ico.org.uk/concerns/>

Contact

To make a request for your personal information, or be given access to your child's educational record, contact:

Mrs L Dickson (Deputy Head Teacher) on 0151 709 6229 or
Smithdown-ao@smithdown.liverpool.sch.uk

