

IT Services Governance

Privacy Policy - Pupils



Sheldon School

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Working in partnership with



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Introducing Our Pupil Privacy Notice

You have a legal right to be informed about how Sheldon School uses any personal information that we hold about you. To comply with this, we provide a privacy notice (this document) to you where we are processing your personal data.

Sheldon School is the 'data controller' for the purposes of data protection law. This notice describes how we collect, store and use personal data about pupils at our [school/ organisation] like you. As a 'data controller', we are responsible for deciding what data is collected and how it is processed.

Under the Data Protection Act 2018 and the UK GDPR, we must abide by the principle of transparency and the right of data subjects to be informed about how their data is processed.

This document provides such information. It will be updated from time to time and updates will be communicated to the relevant data subjects.

It is your duty to inform us of changes.

The categories of Pupil information that we collect, 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 key stage 1 and phonics results, SATS (Standard Assessment Tests), post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs and video clips;
- Post 16 destinations and learning information; and
- We record CCTV for the safety and security of everyone in the school.

Why we collect and use this information

We use the data listed above to

- Support pupil learning;
- Monitor and report on pupil attainment progress;
- Provide appropriate pastoral care;
- Assess the quality of our services;
- Comply with the law regarding data sharing;
- Keep children safe (food allergies, or emergency contact details); and
- Meet the statutory duties placed upon us for the Department for Education (DfE) data collections.

Our lawful basis for using this data

We will only collect and use your information when the law allows us to. We need to establish a lawful basis to do this. Our lawful basis for processing your personal information can be seen below:

- We collect and use pupil information under a task performed in the public interest where it relates to a child's educational progression;
- Some photographs and videos are used only after gaining explicit consent;
- Where medical data is being processed, this is processed under a legal obligation (Children and Families Act 2014 which includes a duty on schools to support children with medical conditions);
- Safeguarding data is processed under the legal obligation of The Education Act 2002. Sections 21 and 175, which detail how governing bodies of schools must promote the well-being of pupils and take a view to the safeguarding of children at the school;
- We collect and process pupil information to perform our official function (public task)
- Where it is carried out as a task in the public interest such as equal opportunities monitoring, for child protection purposes or where otherwise authorised by law, such as Departmental Censuses as required in the Education Act 1996.
- The use of CCTV is based on our legitimate interests in maintaining a safe and secure environment, balanced against the rights and freedoms of individuals, in accordance with Article 6(1)(f) of the UK GDPR.

Where you have provided us with consent to use your personal information, you may take back this consent at any time. We will make this clear when requesting your consent and explain how you withdraw your consent if you want to.

Our basis for using special category data

For special category data (sensitive personal information) we only collect and use it when we have both a lawful basis as set out above and one of the following conditions for processing as set out in data protection law:

- Where we have obtained your explicit consent to use your information in a certain way;
- When we need to use your information under employment, social security, or social protection law;
- When we need to protect an individual's vital interest (i.e. protect your life or someone else's life) in situations where you are physically or legally incapable of giving consent;
- Where the information has already been made obviously public by you;
- When we need to use it to make or defend legal claims;
- When we need to use it for reasons of substantial public interest as defined in legislation;
- Where we need to use it for health and social care purposes and it's used by, or under the direction of, a professional obliged to confidentiality under law;
- Where we need to use it for public health reasons and it's used by, or under the direction of, a professional bound by confidentiality under law; and
- When we need to use it for archiving purposes, scientific or historical research purposes, and/or for statistical purposes, and the use is in the public interest.

For criminal offence data, we will only collect and use this type of personal information when we have both a lawful basis as set out above and a condition for processing as set out in 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. protect your life or someone else's life) in situations where you are physically or legally incapable of giving consent;
- The data concerned has already obviously been made public by you;
- We need to use it as part of legal proceedings, to obtain legal advice or to make or defend against legal claims; and
- We need to use it for reasons of substantial public interest as defined in legislation.

Examples of collection purposes

Examples of data collection purposes

Examples you may wish to consider for data collection purposes (Departmental Censuses) are the Education Act 1996 – this information can be found in the census guide documents on the following website:

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

- Children and Families Act 2014 includes a duty on schools to support children with medical conditions;
- The Equality Act 2010 (England, Scotland and Wales) requires you to make reasonable adjustments to ensure that children and young people with a disability are not put at a substantial disadvantage compared with their peers;
- The Education Act 2002, Sections 21 and 175 detail how governing bodies of schools must promote the wellbeing of pupils and take a view to the safeguarding of children at the school;
- Section 3 of the Children Act 1989 places a duty on a person with the care of a child to do all that is reasonable in the circumstances for the purposes of safeguarding the child;
- Education Act 1996, relating to attendance at school.]

Collecting and storing 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 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.

We collect pupil information in multiple ways:

- Transfer of electronic and physical data from another setting (such as a previous school);
- Information given to us by the pupils in the school (such as in work or behaviour reports);
- Information given to us by a parent or carer (such as information required when a child starts school); and
- Information provided to us from external agencies and organisations (such as the Local Authority).

Where we collect and hold pupil information, we endeavour to ensure all appropriate technical and organisational measures are in place to keep the data secure. Data will be kept for the duration as documented in our Retention Schedule, which can be requested by contacting the school office.

Whom we share pupil information with

We routinely share pupil information with

- Schools that the pupils attend after leaving us;
- Our local authority;
- Examinations bodies;
- Admissions authorities;
- Youth support services (pupils aged 13+);
- The Department for Education (DfE);
- suppliers that we have contracted with to provide educational services and those related to the operations of the school (see Appendix A);
- Examination boards;
- The police, when investigating or preventing crime;
- Courts and tribunals, when ordered to do so under the law;
- The pupil's family and authorised representatives;
- Health and welfare organisations;
- Statutory research bodies;
- Regulators, such as Ofsted or the Information Commissioner's Office, when required to do so; and
- Auditors and other professional bodies.

Why we 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.

Where we share with third-party services, this will be in line with data protection law and specified in the agreements with those third-parties.

We share pupils' data with the Department for 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 pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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.

This enables them to provide services as follows:

- Youth support services; and
- Careers advisers

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 at age 16.

Data is securely transferred to the youth support service and kept for the duration as documented in our Retention Schedule.

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.

This enables them to provide services as follows:

- Post-16 education and training providers;
- Youth support services; and
- Careers advisers

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

Data is securely transferred to the youth support service and kept for the duration as documented in our Retention Schedule.

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

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 those data collections, under:

Examples for school census:

Regulation 5 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 the 'How the Government uses your data' section.

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 www.gov.uk/education/data-collection-and-censuses-for-schools

Sharing by the Department of 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 the 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 of 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, which 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>

The National Pupil Database (NPD)

Much of the data about pupils in England is 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://find-npd-data.education.gov.uk/>

Your rights

You have rights associated with how your data is collected and processed. Not every right is absolute, but under certain circumstances, you can invoke the following rights:

- Right of access
- Right of erasure
- Right of rectification
- Right to object to processing
- Right to be informed
- Right to data portability
- Right not to be subject to decisions based on automated decision making
- Right to restrict processing
- Right to seek compensation for damages caused by a breach of the Data Protection regulations

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 (ICO) at [Information Commissioner's Office](#).

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 Data Protection Officer (DPO) using the contact details on the front of this notice.

Concerns about how your personal data is handled

If you have any concerns about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance using the contact information on the first page of this document.

If you are dissatisfied, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

How the government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- Increase the transparency of governance arrangements;
- Enable local authority-maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context; and
- Allow the Department for Education (DfE) to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role.

Data collection requirements

To find out more about the requirements placed on us by the Department for Education (DfE), including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in account who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the Department for Education (DfE) unless the law allows it.

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- 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; and
- 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 (SAR). 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>