



(PUPIL INFORMATION) PRIVACY NOTICE For Hernhill CE Primary

Privacy Notice - How We Use Pupil Information

Hernhill C of E Primary School collects and processes personal information relating to pupils and their families in order to carry out its responsibilities as a school and provide education and support for pupils.

This privacy notice explains how and why we collect, use, store and share pupil information.

We collect and process this information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, section 537A of the Education Act 1996, and section 83 of the Children Act 1989. The lawful bases we rely on include Article 6(1)(c) and Article 6(1)(e) of the UK GDPR, and where special category data is processed, Article 9(2)(b) and Article 9(2)(g).

The categories of pupil information that we process include:

- personal identifiers and contact details (such as name, date of birth, unique pupil number, address and parent/carer contact information)
- characteristics (such as ethnicity, first language, nationality, country of birth and free school meal eligibility)
- safeguarding and welfare information (such as court orders, social care involvement, child protection information and professional agencies working with the child)
- special educational needs and disabilities information (including SEND status, support plans, interventions and professional reports)
- medical and health information (such as GP details, medical conditions, allergies, medication, dietary requirements and care plans)
- attendance information (such as sessions attended, absences, lateness, absence reasons and previous schools attended)
- assessment, attainment and curriculum information (such as EYFS profile outcomes, phonics screening results, teacher assessments, SATs results, progress information, reading ages and information relating to curriculum provision and support)
- behaviour and pastoral information (such as behaviour incidents, exclusions, rewards, support strategies and any alternative provision arrangements)
- trips, visits and enrichment activities (including consent forms, emergency contact information and participation records)
- catering and free school meal information (including dietary needs, eligibility and payment information where relevant)
- photographs, video recordings and parental consent preferences relating to publicity, social media and the school website

- IT and online safety information (such as usernames, login details, device usage and filtering/monitoring records used to keep pupils safe online).

This list is not exhaustive. If you would like further information about the categories of pupil information we process, please contact Mrs Alexander, Headteacher.

Email: office@hernhill.kent.sch.uk

Why we collect and use pupil information

We collect and use pupil information for the following purposes:

- a) to support pupil learning and progress
- b) to monitor and report on pupil attainment and progress
- c) to provide appropriate pastoral care, safeguarding and wellbeing support
- d) to assess and improve the quality of our educational provision and services
- e) to keep children safe, including managing medical needs, food allergies and emergency contact arrangements
- f) to support the identification of special educational needs and ensure appropriate provision is in place
- g) to administer school trips, enrichment activities, clubs and educational visits
- h) to communicate effectively with parents and carers about school life and pupil progress
- i) to manage school meals, catering arrangements and free school meal eligibility
- j) to support behaviour management and promote positive conduct
- k) to provide access to online learning platforms, IT systems and digital safeguarding tools
- l) to meet the statutory duties placed upon us, including data collections required by the Department for Education (DfE) and local authorities.

Collecting pupil information

We collect pupil information in a variety of ways, including through admission and registration forms, data collection sheets, Common Transfer Files (CTFs) from previous schools, communications from parents and carers, and information shared by external agencies where appropriate.

Pupil data is essential to the day-to-day operation of the school and to supporting children effectively. Whilst much of the information you provide to us is required by law or necessary for us to carry out our public duties as a school, some information is provided on a voluntary basis.

In accordance with UK data protection legislation, we will make it clear at the point of collection whether providing specific information is mandatory or optional, and explain the possible consequences of not providing certain information where relevant.

Storing pupil information

We hold pupil information securely and retain it in accordance with our data retention schedule and applicable data protection legislation. Information may be stored electronically on secure school systems and, where appropriate, in paper records held securely on site.

We have appropriate technical and organisational security measures in place to help protect personal information from accidental or unlawful loss, misuse, alteration or unauthorised access. Access to

pupil information is limited to staff and authorised individuals who need the information in order to carry out their professional responsibilities.

We regularly review our data protection, information security and record retention procedures to ensure that pupil information remains safe and secure.

For further information about how long we retain information and how we keep data secure, please contact Mrs Alexander, Headteacher.

Who we share pupil information with

We routinely share pupil information with:

- schools, colleges or educational settings that pupils attend after leaving us
- Kent County Council and other relevant local authority services
- the Department for Education (DfE)
- the NHS, school nursing service and other healthcare professionals where appropriate
- safeguarding partners and external agencies involved in supporting children and families
- educational psychologists, specialist teaching services and SEND support services
- providers of educational software, online learning platforms and school communication systems used by the school
- organisations and providers supporting school trips, residential visits and enrichment activities
- examination and assessment bodies where required
- Ofsted and other bodies responsible for monitoring school standards
- contracted providers who support the operational running of the school, where appropriate data sharing agreements are in place.

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 routinely share pupil information where it is necessary to support pupils' education, wellbeing and safety, to fulfil our safeguarding responsibilities, and to meet our statutory duties as a school. This includes sharing information with schools that pupils move to, the local authority, the Department for Education (DfE), health professionals and other agencies involved in supporting children and families.

We may also share information where necessary to:

- safeguard and promote the welfare of children
- fulfil our statutory safeguarding duties under Keeping Children Safe in Education
- support pupils with special educational needs or medical needs
- enable pupils to access educational visits, enrichment activities and support services
- monitor and improve educational outcomes
- fulfil legal and regulatory requirements, including statutory data returns.

Where information is shared, this is done securely using approved methods of transfer and only where there is a lawful basis for doing so.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from schools and local authorities through a number of statutory data collections. We are required to share certain information about our pupils with the Department for Education (DfE), either directly or via Kent County Council, for the purpose of those data collections.

This sharing is required 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) in accordance with current government security standards.

For more information about how the Department for Education collects and uses information, please visit:

[DfE Privacy Information: EYFS to Key Stage 3](#)

[Department for Education – Data collection and censuses for schools](#)

Requesting access to your personal data

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

To make a request for access to your child's educational record or other personal information, please contact Mrs Alexander, Headteacher, via the school office.

You also have the right to:

- be informed about how we collect and use personal information
- request access to personal information held about you (known as a Subject Access Request)
- request that inaccurate or incomplete information is corrected
- request that personal information is erased in certain circumstances
- request that processing of personal information is restricted in certain circumstances
- object to the processing of personal information in certain circumstances
- withdraw consent where consent has previously been given
- complain to the Information Commissioner's Office (ICO) if you believe your information has not been handled correctly.

Please note that some rights are subject to conditions and exemptions under data protection legislation, and there may be lawful reasons why we are unable to comply with part or all of a request.

If you have concerns about the way we collect or use personal information, we encourage you to contact us in the first instance. You also have the right to raise concerns with the Information Commissioner's Office (ICO):

How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through statutory data collections:

- underpins school funding, which is calculated based on the number and characteristics of pupils
- informs education policy and school accountability
- supports research and monitoring to improve outcomes for children and young people.

The National Pupil Database (NPD)

The National Pupil Database (NPD) is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England.

The Department for Education uses this information for research and statistical purposes to improve education and the wellbeing of children and young people in England.

For more information about the National Pupil Database, please visit:

[National Pupil Database Privacy Notice](#)

For information about how the Department for Education collects and uses personal information, please visit:

[DfE Personal Information Charter](#)

Contact

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

Mrs Alexander, Headteacher
Hernhill C of E Primary School
Fostall, Hernhill
Faversham
Kent
ME13 9JG
Telephone: 01227 751322

This privacy notice may be updated from time to time to reflect changes in legislation or school practice.

Last updated: May 2026