



# Privacy Notice

<b>Written By</b>	<b>Senior Leadership Team School Office Team</b>	
<b>Frequency of Review</b>	<b>4 years</b>	
<b>Date reviewed and approved by Governing Body</b>	<b>Spring 2026</b>	
<b>Date of next review</b>	<b>Spring 2030</b>	
<b>Display on Website</b>	<b>✓</b>	
<b>Purpose</b>	<b>To record how the school collects, holds and shares pupil information.</b>	
<b>Consultation</b>	<b>Governors</b>	<b>✓</b>
	<b>Parents</b>	<b>x</b>
	<b>Pupils</b>	<b>x</b>
	<b>Staff</b>	<b>✓</b>
<b>Links with other policies</b>		



## **Burlington Junior School**

### **Privacy Notice (How we use pupil information)**

#### **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment data
- Medical information
- Special needs information
- Behaviour logs including exclusions

#### **Why we collect and use this information**

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

#### **The lawful basis on which we use this information**

We collect and use pupil information under the Education Act 1996 for reasons such as attendance and absence data and

## Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

We hold pupil data until your pupil leaves the school. On transfer to a new school, all data will be passed on to the new setting.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- Health, Social Workers and other professionals (Ed Psych, Speech and language team, Behaviour support, etc) if necessary
- the Department for Education (DfE)

## 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.

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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## 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)

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections 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 Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

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

The department may share information about our pupils 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 Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls 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 based on a detailed assessment of:

- 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 of the data.

For more information about the department'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 website:

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

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

## 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. To make a request for your personal information, or be given access to your child's educational record, contact Mrs D Norman in the Junior School Office.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Guidance for Workforce

**Staff Data Collection & Use:** The school collects workforce personal information (e.g., contact details, employment records, background checks) solely for legitimate operational, legal, and safeguarding purposes.

☐ **Access & Confidentiality:** Access to workforce personal data is limited to authorized personnel only, and all staff are required to maintain confidentiality in accordance with school policies and applicable privacy laws.

☐ **Data Storage & Security:** Workforce information is securely stored using physical, administrative, and technical safeguards to protect against unauthorized access, disclosure, alteration, or loss.

□ **Information Sharing:** Workforce data is shared only when necessary with government authorities, regulatory bodies, service providers, or as required by law, and only the minimum information necessary is disclosed.

□ **Retention & Disposal:** Workforce personal information is retained only for as long as required to meet legal, contractual, and operational obligations, after which it is securely disposed of or anonymized.

## Guidance for Trustees, Governors and Volunteers

**Personal Information Collected:** The school collects personal information about Trustees, Governors, and Volunteers (such as contact details, role information, suitability checks, and declarations of interest) to support governance, safeguarding, and operational requirements.

□ **Purpose of Use:** This information is used to manage appointments, fulfil legal and regulatory obligations, support safeguarding duties, and enable effective participation in school governance and volunteer activities.

□ **Confidentiality & Responsibilities:** Trustees, Governors, and Volunteers are expected to handle personal and sensitive information they access in a confidential manner and in accordance with the school's privacy, safeguarding, and data protection policies.

□ **Disclosure of Information:** Personal information may be shared with regulatory bodies, oversight authorities, or service providers where required by law or necessary to meet governance, safeguarding, or compliance obligations.

□ **Retention & Security:** Personal information is securely stored and retained only for the period required by law or governance needs, after which it is securely destroyed or anonymised.

## Guidance for Job Applicants

□ **Information Collected:** The school collects personal information from job applicants, including contact details, employment history, qualifications, references, and safeguarding or background check information as required.

□ **Purpose of Processing:** Applicant information is used solely for recruitment purposes, including assessing suitability for roles, conducting interviews, verifying qualifications, and meeting safeguarding and legal obligations.

□ **Sharing of Information:** Personal data may be shared with referees, background check providers, regulatory bodies, or relevant authorities where necessary for recruitment, safeguarding, or legal compliance.

□ **Data Security:** All applicant information is handled securely, with access restricted to staff involved in the recruitment process and protected by appropriate technical and organisational safeguards.

□ **Retention of Data:** Applicant data is retained only for the duration of the recruitment process and any legally required retention period thereafter, after which it is securely deleted or anonymised.

## Guidance for the website

**Information Collected via the Website:** The school website may collect personal information provided voluntarily through contact forms, enquiries, newsletter sign-ups, or online applications.

□ **Cookies & Analytics:** The website may use cookies and similar technologies to improve functionality, monitor usage, and enhance user experience; users can manage cookie preferences through their browser settings.

□ **Use of Collected Data:** Information collected through the website is used only for the purpose for which it was provided, such as responding to enquiries, providing requested information, or improving website services.

□ **Third-Party Links & Services:** The school website may contain links to external websites or use third-party services; the school is not responsible for the privacy practices of those external providers.

□ **Website Security:** Reasonable technical and organisational measures are in place to protect personal information collected via the website from unauthorised access, misuse, or disclosure.

## Contact

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

Burlington Junior School  
Mrs D Norman (School Admin Officer) or  
Mrs R Campbell (Governor - Designated Protection Officer)  
Burlington Road  
New Malden  
KT34LT  
0208 9422687