



## Privacy Notice for Pupils and Parents 2025

**Grasmere Primary School** is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

### Who Collects This Information

**Grasmere Primary School** is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about pupils and parents.

### The Categories Of Pupil Data That We Collect, Hold and Share Include:

- Personal information (such as name, unique pupil number and address)
- Parental contacts (name, contact details, relationship and priority in an emergency)
- Safeguarding information (such as court orders, professional involvement and contact with non-resident parents)
- Medical information (such as doctor’s information, allergies, medication and dietary requirements)
- 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)
- School history (provided by any previous schools attended)
- Information about your physical/mental health
- Information about any Special Educational Needs
- Information about behaviour, such as details of exclusions or any relevant alternative provision put in place
- Information about assessments and attainment (such as key stage 1 and phonics results)

### Why We Collect and Use This Data

We use the pupil data:

- to provide pupils with an education and support pupil learning  
to monitor and report on pupil progress  
to allocate the correct teaching resources and assess the quality of teaching in the school to provide appropriate pastoral care
- to ensure the safety of pupils whilst in our care (food allergies, emergency contact details etc.)  
and protect children from harm  
to comply with the law regarding data sharing
- to notify families of pupils of any news and important information about the school •  
to support integrated health services

### **The Lawful Basis on Which We Use This Data**

Under the General Data Protection Regulation (GDPR), the lawful bases that we process personal data under are:

- Legal obligation
- Public task
- Vital interests

These lawful bases for processing personal data are specified in Article 6 of the GDPR (<https://gdpr-info.eu/art-6-gdpr/>). The majority of data processing that schools undertake will relate to the performance of the public task of supporting the learning and wellbeing of pupils throughout their school life.

In addition, the lawful bases that we process special category personal data (previously referred to as 'sensitive personal data') under are:

- Compliance with employment and social security law
- Vital interests of the data subject
- Substantial public interest

These lawful bases for processing special category personal data are specified in Article 9 of GDPR (<https://gdpr-info.eu/art-9-gdpr/>).

The majority of this data processing will relate to substantial public interest tasks for statutory and government purposes, as described in Part 2 of Schedule 1 of the Data Protection Act 2018 (<https://publications.parliament.uk/pa/bills/cbill/2017-2019/0153/18153.pdf>) as 'necessary for the exercise of a function conferred on a person by enactment or the exercise of a function of the Crown, a Minister or a government department.'

### **Collecting Pupil Data**

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant 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.

### **Storing Pupil Data**

The School keep information about pupils on computer systems and sometimes on paper.

Except as required by law, the School only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

Full details on how long we keep personal data for is set out in our **LEAP Data Retention Policy:**

<https://grasmereprimaryschool.ovw4.devwebsite.co.uk/attachments/download.asp?file=56&type=pdf>

### **Who We Share Pupil Data With**

The only people who have access to your personal information are staff within **LEAP Federation Admin Team** whom require access in order to carry out their duties as professionals.

We will not pass your personal data to any third parties for marketing, sales or any other commercial purposes. We will not transfer your data outside of the European Economic Area.

Depending on the purpose for which we originally obtained your personal data and the use to which it is to be put, it may be shared with other organisations. For example, we routinely share pupil information with the following organisations:

- any school that a pupil attends after leaving **Grasmere Primary School**
- our local authority (The London Borough of Hackney)
- the Department for Education (DfE)

The London Borough of Hackney uses data collected from schools to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have.

To find out more about how The London Borough of Hackney process personal data it collects from schools, go to <https://www.learningtrust.co.uk/content/privacy-policy>

We share pupils' data with the Department for Education (DfE) on a statutory basis. All data is transferred and held securely by the DfE.

We are a maintained school. 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.

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 (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)  
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>.

### **Your Rights With Regard To Your Personal Data**

You have the right to:

- Parents and pupils have the right to request access to information about them that the school holds.
- To make a request for your personal information, or be given access to your child's educational record, contact **Grasmere Primary School** at [info@grasmere.hackney.sch.uk](mailto:info@grasmere.hackney.sch.uk)
- withdraw consent you have given for the school to process personal information you have provided it (where personal data is processed on the basis of consent you have given for the same)
- 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 (where appropriate)

in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- have personal data provided in a portable media (where personal data is processed on the basis of the consent you have given for the same)

### **Who to contact if you have any concerns about how we use your personal data**

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;

#### **Grasmere Primary School**

92 Albion Road

Hackney

London

N16 9PD

0207 254 4564

[info@grasmere.hackney.sch.uk](mailto:info@grasmere.hackney.sch.uk)

Our appointed Data Protection Officer: **Craig Stillwell**

Company: Judicium Consulting Ltd

Telephone: 0203 326 9174

Address: 72 Cannon Street, London, EC4n 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

or directly to the Information Commissioner's Office at;

Information Commissioner's Office Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

ICO helpline: **0303 123 1113**

Email: <https://ico.org.uk/concerns>

### **Changes To This Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.