LEIGHTON MIDDLE SCHOOL
Privacy Notice (How we use pupil information)

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with UK data protection law. This policy applies to all personal data, regardless of whether it is in paper or electronic format.

This policy meets the requirements of the:

- UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2020
- Data Protection Act 2018 (DPA 2018)

For what purpose do we collect personal 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

On what basis do we collect and handle personal data?

We collect and use pupil information under Article 6 and Article 9 of the UK General Data Protection Regulation (UK GDPR)from 25 May 2018. Under Article 6(1)(e) our lawful basis for processing data is that it is a Public task and the processing is necessary for us to perform a task in the public interest. Under Article 9(2)(g) our lawful basis for processing sensitive data is that processing is necessary for reasons of substantial public interest. We also collect and use data under section 537A of the Education Act 1996 and section 83 of the Children's Act 1989.

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 (Special Category Data), language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information – including internal assessment, national curriculum assessments and external exam results.
- Medical information (Special Category Data)
- Special Needs Information
- Behaviour and exclusions information
- Contact Details
- Biometric Data (where permission granted)
- Health and Safety

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. This includes the use of photographs for publicity.

Storing pupil data
We retain pupil data in accordance with the school's retention policy. Electronic records are typically retained until the pupil reaches **DOB + 25 years**, in line with statutory guidance. Paper records are retained only where necessary and are disposed of securely in accordance with the school's retention policy.

Who do we share pupil information with?
We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

Other categories of recipients of pupil information include.

- Health professionals
- Pupil care, welfare and support services
- Communication providers
- Providers who support the tracking of pupil learning
- The previous school that the pupil's attended.

As well as processing personal data that we collect from you we also obtain information from other sources including.

- Previous Schools
- Health Professionals
- Local Authority
- Other educational providers

The Department for Education's Data and Local Authority
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.

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.
For more information about the department's data sharing process including the National Pupil Database, 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

Our Pupils Aged 13+
Once our pupils reach the age of 13, we also pass pupil information to our local authority 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
- careers advisers

A parent / guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Sharing 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.

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 the Data Controller's representative.

You also have the right:

- to be informed of how we use personal data. This is done though this privacy notice.
- to have personal data rectified if it is inaccurate or incomplete.
- of erasure. This is also known as the right to be forgotten.
- of data portability.
- to object to processing.
- to automated decision making.

The information commissioner's office provides detailed guidelines on the individual rights. This can be found on the link below. https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/

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 or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

Contact:
Leighton Middle School is the Data Controller for the personal data it processes.
You can contact the school regarding data protection matters at:
Data Controller office@leighton.cbeds.co.uk
Data Protection Officer contact@school-dpo.co.uk Chris Beeden

Reviewed January 2026