



Pownall Hall School

Privacy Policy for Parents

This is a whole school policy; it refers to and includes EYFS, after school care and holiday clubs held on our premises.

At Pownall Hall School, we are required to process relevant personal data regarding current, past, and prospective pupils and their parents and guardians. Processing may include obtaining, recording, holding, disclosing, destroying, or otherwise using data.

The School is the Data Protection Controller (DPC)

The School will protect and maintain a balance between data protection rights in accordance with the UK GDPR. This policy sets out how we handle the personal data of our pupils, parents, and other parties.

1. INTRODUCTION

Pownall Hall 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 and others in accordance with the General Data Protection Regulation (UK GDPR), section 537A of the Education Act 1996, as amended, and section 83 of the Children Act 1989.

By accepting a place at the School, Parents consent to the use of their child's personal data, including images, in line with this policy. This policy is not limited to the personal data of pupils and the personal data of all individuals who have dealings with this school will be treated in line with this policy. Parents may ask that their child's image is not identifiable in photographs or videos for public use, e.g. printed marketing material, the school's website, and social media.

2. WHO COLLECTS THIS INFORMATION

Pownall Hall School is a "data controller." This means that we are responsible for deciding how we hold and use personal information about pupils. The school is registered with the Information Commissioner's Office with reference ZB692260.

3. THE CATEGORIES OF PUPIL INFORMATION THAT WE COLLECT, PROCESS, HOLD AND SHARE

We may collect, process, hold and use information about present, past and prospective pupils and their parents/guardians and visitors to the school including:

- Personal information such as name, pupil number, date of birth, gender and contact information.
- Emergency contact and family lifestyle information such as names, relationship, phone numbers, and email addresses.
- Characteristics (such as ethnicity, language, nationality, country of birth).
- References given or received by the school about pupils and information provided by previous education establishments and/or other professionals and organisations working with pupils.
- Attendance details (such as sessions attended, number of absences and reasons for absence).
- Financial details for the purposes of handling fees and childcare vouchers or donations.
- Performance and assessment information and other information to facilitate the provision of education services including musical and physical education and all extra-curricular activities.
- Behavioural information (including exclusions).
- Special educational needs information.
- Relevant medical information.
- Information relating to pastoral issue and safeguarding which may include information about the child's family.
- Images of pupils including for identification purposes and those of the pupil engaging in school activities, including those off-site such as school trips, and images captured by the School's CCTV system.

- Information about the use of our IT, communications and other systems, and other monitoring information.
- Information to obtain appropriate insurances and where appropriate professional advice.
- Where appropriate information relating to visitors to the school including pupils visiting from other schools.
- Information to maintain relationships with alumni and the school community.

4. COLLECTING THIS INFORMATION

Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. 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.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

We collect most of the information from parents. Data may also be collected through the school's management systems during the normal operation of the school.

Personal data can also be provided by third parties e.g. other schools or professionals or authorities working with individuals or families.

The School also operates CCTV on the premises for the safety of pupils. It is expected that this CCTV data will be stored for a number of weeks, unless an incident necessitates further retention.

We collect photographs and video images of pupils.

5. HOW WE USE YOUR PERSONAL INFORMATION

The reasons we hold pupil data and use it include:

- Pupil selection (and to confirm the identity of prospective pupils and their parents)
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs
- Informing decisions such as the funding of the school, including the collection of fees and fund-raising.
- Assessing performance and to set targets for the school
- Safeguarding pupils' welfare and providing appropriate pastoral care.
- Support teaching and learning.
- Giving and receiving information and references about past, current and prospective pupils, and to provide references to potential schools of past pupils
- Managing internal policy and procedure
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements
- To conduct statistical analysis for diversity purposes
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care.
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate.
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy
- Making use of photographic or video images of pupils for identification and security purposes as well as in internal displays, assemblies and other school-based events, in communications with the school community, in school publications, on the school website, school spider app, tapestry, promotional clips, presentations or displays and on social media channels. The images will always show the school and the pupil in a positive light and will only refer to the pupils first name unless prior permission is sought. We may need to add a surname initial if needed to differentiate between pupils with the same first name.
- Security purposes, including CCTV.

- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

All staff are given guidance on this policy.

6. HOW LONG WE KEEP YOUR DATA FOR

The School retains personal data securely and as long as necessary for legitimate and lawful reason.

7. SHARING DATA

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way, we can make sure you stay safe and healthy, or we are legally required to do so.

We share pupil information with (but not limited to):

- The Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- The trade associations which we are members of
- My Maths; Abacus; GL Assessment; Class Dojo, Tapestry, ISams, School Spider, Wandu, Lexia, google classroom.
- Other Schools that pupils have attended/will attend.
- NHS
- Welfare services (such as social services)
- Other schools that a pupil may attend.
- Law enforcement officials such as police, HMRC
- Local Authority Designated Officer
- Professional advisors such as lawyers and consultants
- Support services (including insurance, IT support, information security)
- The Local Authority

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations; we require them to respect the security of your data and to treat it in accordance with the law.

8. WHY WE SHARE THIS INFORMATION

We do not share information about our pupils with anyone without consent unless otherwise required by law.

To find out more about the data collection requirements placed on us by the DfE please go to:

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

9. STORING PUPIL DATA

The school keeps 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.

If you require further information about our retention periods, please contact the school.

A Registration Form is completed for all prospective pupils. Even if the child is not offered a place at the School, we retain information about prospective pupils and their parents for as long as is legitimately necessary.

11. SECURITY

We have put in place measures to protect the security of your information (i.e., against it being accidentally lost, used or accessed in an unauthorised way).

12. THE NATIONAL PUPIL DATABASE

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 more information about which organisation/s 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>

13. 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 education record, contact school.

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 purposes of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed.
- Claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact school in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

14. RIGHT TO WITHDRAW CONSENT

In circumstances where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact school. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

15. CONTACT

Data Protection Officer is responsible for overseeing data protection within the school. Should you have any questions, concerns or queries please contact them on the following information: -

Data Protection Officer:

Judicium Consulting Limited

Address: 5th Floor, 98 Theobalds Road, London, WC1X 8WB

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Telephone: 0345 548 7000 (option 1, then 1)

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

MONITORING AND REVIEW

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.

We will monitor the effectiveness of this and all our policies and procedures and conduct a full review and update as appropriate. Our monitoring and review will include looking at how our policies and procedures are working in practice to reduce the risks posed to the School.

This policy will be reviewed annually.

Presented to Governors for approval

May 2026

Signed: *Eileen MacAulay*

Mrs Eileen MacAulay, Chair of Governors

May 2026

REVISION LOG

Date	Changes Made	Version No
Jun 2018	Created	V1
Feb 2019	Reviewed	V1.1
Dec 2019	Reviewed	V2
Dec 2020	Reviewed	V3
May 2022	Reviewed	V4
Sept 2022	Reviewed	V5
May 2023	Reviewed	V6
May 2024	Reviewed	V7
June 2025	Reviewed – changed next review date to December 2025 to fit in with new Policy Revision schedule	V8
May 2026	Reviewed and combined with Policy CP001 (which has now been retired). Ensured up to date with recent legislation	V9

Next Review: December 2026