



Pupil Privacy Notice

Sussex Road Community Primary School is the Data Controller for the use of personal data as detailed in this privacy notice.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, date of birth, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- Photographs and videos of your child
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- curricular records including educational interventions (including reports from external provider)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication, dietary requirements and mental health)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as end of key stage and phonics results, and other external tests administered in school together with relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Details of extended family and nominated contacts

Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements. Under GDPR this data is exempt as it is required in order to comply with statutory obligations.

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to administer school waiting lists
- to carry out research
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education

Collecting pupil information

We collect pupil information from families on admission, annual data collection sheets, Common Transfer File (CTF) from previous school, central government departments other external agencies – ie Social Services.

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. We will tell you what you need to do if you do not want to share this information with us, what the implications are for your child, and how to amend your permissions at a later date you wish.

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.

Local Authorities

We are required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections (School Census). We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework. For more information, please see

Amending your consent

Where we are processing your/ your child's personal data on a consent basis consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the School Office at schooloffice@sussex-road.kent.sch.uk or call the school on 01732 352367 and we will amend our records.

Full information may be found at

Sussex Road School Data Protection and Management Policy - <https://sussex-road-community.secure-primariesite.net/school-policies/>

GOV.UK – Data Protection Act 2018 and its implications for you - <https://www.gov.uk/data-protection>

'How Government uses your data' <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>