



# St. Joseph's Catholic Primary School

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website: [www.stjosephs-epsom.surrey.sch.uk](http://www.stjosephs-epsom.surrey.sch.uk)

Headteacher:  
Mr Tim Hallett  
Rosebank, West Street,  
Epsom, Surrey KT18 7RT

## Privacy Notice (How we use pupil information)

### Why do we collect and use pupil information?

We collect and use pupil information under the lawful basis of Legal Obligation (as set out in Education Act 1996, Children Act 2004, SEND Regulations 2014 and the Education Regulations 2005). Also under the lawful basis of Official Duties as set out in UK GDPR and Data Protection 2018.

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

- Personal information (such as name, unique pupil number, date of birth and address)
- Characteristics (such as ethnicity, gender, disability information, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as end of key stage assessments, on-going teacher assessments)
- Medical information (such as care plans and parent request for school to administer medicines)
- Special educational needs information (such as EHCP records, SEND Support documents and information from professionals)
- Behavioural information (such as behaviour incidents, bullying reports racial incident reports and exclusions)
- Child Protection and safeguarding information (such as pastoral records, cause for concern forms and records from meetings with professionals)

### CCTV

The school operates CCTV in a small number of external areas of the site, including the main entrance and playground, to support safeguarding and site security. Images of pupils, staff, parents and visitors may be captured while on the school site. Recordings are stored securely, access is restricted to authorised staff and footage is retained only for a limited period in line with the school's data protection procedures.

### 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.

We collect pupil information from the 'Starting School Information Pack' which you complete prior to admission and through Common Transfer Form, which is how data is transferred between educational settings, in the instance where your child moves to our school from another setting.

Children in need and children looked after information is essential for the local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice.

### **Storing pupil data**

We hold pupil data for as long as is indicated in our Records Retention Policy, which is available on request from the school [contact@stjosephs-epsom.surrey.sch.uk](mailto:contact@stjosephs-epsom.surrey.sch.uk)

### **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)
- Third -party providers – MIS Providers (Arbor), Online Learning Tools (e.g. Google Classroom, Times-Tables Rock Stars), Safeguarding Software (CPOMS)

### **Why we share pupil information**

We do not share information about all of 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 all of our 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 share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young Person's Act 2008 and also under section 3 of The Education (Information about Individual Pupils) Regulations 2013.

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 the head teacher.

Under UK GDPR and the Data Protection Act 2018, you have the right to:

- Request access to information we hold about you or your child
- Request rectification of inaccurate or incomplete data
- Request erasure of data where the law allows
- Restrict or object to certain types of processing
- Request portability of data
- Withdraw consent (where consent is the lawful basis) [
- Claim compensation if you believe data protection laws have been breached

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/>

- Tel: 0303 123 1113

- Address: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact the D.P.O. via [contact@stjosephs-epsom.surrey.sch.uk](mailto:contact@stjosephs-epsom.surrey.sch.uk)

September 2025