

Larchfield Primary & Nursery School

Privacy Notice



Our Vision

Our children are central to all that we do:

nurturing, caring and preparing them to add value to an ever-changing world.

Approved by: Full Governing Body

Date: January 2026

Next review due: January 2027

Privacy Notice (How we collect, store and use personal data about pupils)

Larchfield Primary & Nursery School, are the 'data controller' and, as such, is registered with the ICO and complies with the principles of the General Data Protection Regulation 2018 (GDPR) which replaces the Data Protection Act 1998.

Our data protection officer is Mrs Samantha Wootton

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Pupil records are transferred to the pupil's next school electronically via Secure S2S access site and paper records are, rarely, hand delivered by the school.

Child Protection files are transferred to the pupil's next school when they leave either by encrypted email or by password protected email or rarely, hand delivered. Any records that are held in a separate file are retained for pupils DOB plus 25 years.

Special Educational Need pupil records are retained for DOB plus 25 years. When a child leaves all records are sent via Egress or, rarely, encrypted password protected email.

Information is stored electronically on the school secure network protected by passwords and hard copies are kept in secure storage.

Hard copies will be destroyed on site (security rated shredding equipment) or in the case of bulk disposal will be bagged and sealed by school staff and destroyed by a specialist confidential waste disposal company conforming to and accredited to BS EN15713:2009 standards. A certificate of destruction will be obtained.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education

- The pupil's family and representatives
- Educators and examining bodies
- Our regulator e.g. Ofsted.
- Suppliers and service providers – to enable them to provide the service we have contracted them for ie.School meals provider – Caterlink, Tucasi, Ask the Teacher and Arbor
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

You can also contact the Department for Education with any further questions about the NPD.

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 in the first instance the school business manager (larchfield@larchfieldschool.co.uk).

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 purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. See contact details below. Alternatively, you can contact the school nominated Data Protection Officer, Samantha Wootton (RBWM) dpo@rbwm.gov.uk or the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

School data protection administrator – Rachel Hurlock (School Business Manager)

Tel: 01628 622522 Email: larchfield@larchfieldschool.co.uk