



CRADLEY CE PRIMARY SCHOOL

Cradley Primary School

Privacy Notice

Pupils

(How we use Pupil Information)

Vision Statement: Enriching Lives

Policy written by: Donna Jones

<u>Dates</u>			
Written			
Reviewed			
Amended	December 25		
Next Review			



CRADLEY CE PRIMARY SCHOOL

1. Introduction

At Cradley Primary School, we are committed to protecting and respecting your privacy. This privacy notice explains how we collect, use, and share personal information about pupils in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant legislation.

Our Christian values of Trust, Respect, Empathy, and Koinonia guide us in treating all pupil information with care and confidentiality.

2. What Information We Collect

We collect and hold the following categories of pupil information:

- Personal details: full name, date of birth, sex, address
- Parent/Carer details: full names, addresses, emergency contact numbers, and which parent(s) the pupil normally lives with
- Characteristics: ethnicity, language, nationality, country of birth, eligibility for free school meals
- Attendance information: sessions attended, absences and reasons
- Assessment and achievement data
- Relevant medical and special educational needs information
- Behaviour and exclusion records
- Child protection and safeguarding information
- Previous school details (name and address)
- Boarding status (if applicable)

3. Why We Collect and Use This Information

We use pupil information to:

- Support teaching and learning
- Monitor and report on pupil progress and attendance
- Provide appropriate pastoral care and support wellbeing
- Assess and improve the quality of our services
- Fulfil our statutory duties, including safeguarding and attendance monitoring
- Comply with legal obligations regarding data sharing



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4. Lawful Basis for Processing Your Information

Under UK GDPR, our lawful bases for processing pupil data include:

- Legal obligation: complying with education law (e.g., Education Act 1996, School Attendance (Pupil Registration) (England) Regulations 2024)
- Public task: performing tasks in the public interest such as providing education and safeguarding pupils
- Consent: where applicable, for example for certain medical or sensitive data processing
- Vital interests: to protect pupils in emergencies

Special category data (e.g., health, ethnicity) are processed with additional safeguards under Article 9 of UK GDPR.

5. How We Share Pupil Information

We may share information with:

- Local authorities (e.g., for attendance monitoring and safeguarding)
- The Department for Education (DfE)
- Other schools or educational establishments, especially when pupils transfer
- Health and social care providers
- Safeguarding partners, including police and social services, where necessary
- Our school staff and governors, on a need-to-know basis

All sharing is done in compliance with data protection laws and safeguarding guidance, including Working Together to Safeguard Children 2023 and Keeping Children Safe in Education 2025.

6. Admission Register Requirements

In line with the School Attendance (Pupil Registration) (England) Regulations 2024, our admission register includes:

- Full name and name used at school
- Sex
- Address
- Full names and addresses of each parent
- Which parent(s) the pupil normally lives with
- At least one emergency contact number for each parent the pupil lives with (we aim to hold more than one emergency contact where practicable)



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- Date of birth
- Date of admission or re-admission
- Name and address of the last school attended
- Boarding status (if applicable)
- Details of any future address or school the pupil will attend, as informed by parents

We keep the admission register up to date and notify the local authority promptly when a pupil's name is removed, following the regulations to avoid off-rolling.

7. Data Retention

We retain pupil information in accordance with statutory guidance and our data retention policy. Personal data is kept only as long as necessary for legal, education, and safeguarding purposes.

8. Your Rights

Pupils and their parents have rights under UK GDPR, including:

- The right to access your personal data
- The right to request correction of inaccurate data
- The right to request erasure (subject to legal obligations)
- The right to restrict or object to processing
- The right to data portability
- The right to withdraw consent where applicable
- The right to lodge a complaint with the Information Commissioner's Office (ICO)

To exercise these rights or for any data protection queries, please contact Mrs Morgan, School Business Manager, who will liaise with the Headteacher.

9. Contact Us

If you have any questions or concerns about how we use pupil information, please contact:

Donna Jones
Headteacher
Cradley Primary School
Buryfields Cradley WR13 5NG
01886 880315
admin@cradley.hereford.sch.uk



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10. Further Information

For more information about data protection, you can visit the Information Commissioner's Office website: <https://ico.org.uk>

This privacy notice will be reviewed annually or as required by changes in legislation or school policy.