Stanwix School

Privacy Notice for pupil, family and carer information

How we use pupil, family and carer information

Under the General Data Protection Regulation (GDPR) we are obliged to inform you of the information we hold on you and your child(ren), what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information.

Stanwix School is the data controller of the personal information that we collect, hold and share about you and your child(ren). This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. We are registered as a data controller with the Information Commissioner's office with the following data protection registration number Z6273053.

Our Data Protection Officer is: Gerard Barr.

Contact our DPO at: gerardbarr57@gmail.com

The categories of pupil, family and carer information that we collect, hold and share include but are not limited to:

- Personal information (such as name, unique pupil number and address, sibling name(s)).
- Contact details and preference (contact telephone numbers, email addresses, addresses)
- Characteristics (such as ethnicity, religion, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as data scores, tracking, and internal and external testing)
- Relevant medical information (such as NHS information, health checks, physical and mental health care, immunisation program and allergies)
- Special educational needs information (such as Education, Health and Care Plans (EHCP's), applications for support, care or support plans)
- Safeguarding information
- Exclusion information
- Behavioural information
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).
- Payment details
- We may also hold data about pupils that we have received from other organisations, including other schools, Cumberland Council and other local authorities, and the Department for Education.

Why we collect and use pupil, family and carer information

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

a) to support pupil learning
b) to monitor and report on pupil attainment progress
c) to provide appropriate pastoral and medical care
d) for safeguarding and pupil welfare purposes

e) to keep children safe (food allergies, or emergency contact details)
f) to assess the quality of our services
g) to administer school admissions
h) for research purposes
i) to inform you about events and other things happening in the school
j) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections
k) to comply with the law

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing **pupil, family and carer** information are:

Under the United Kingdom General Data Protection Regulation (UK GDPR), Article 6, the legal bases we rely on for processing personal information for general purposes are:

a) the data subject has given consent to the processing for one or more specific purposes.
b) the processing is necessary for compliance with a legal obligation
c) the processing is necessary in order to protect the vital interests (life) of the data subject or another person
d) the processing is necessary to undertake a public task (the provision of education)

Our lawful basis for collecting and processing pupil information is also further defined under Article 9(2) of the GDPR in that some of the information we process is sensitive personal information, for example, personal data relating to race or ethnic origin, religious beliefs, data concerning health) and the following sub-paragraphs in Article 9(2) of the GDPR apply:

1. The data subject has given explicit consent to the processing
2. Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the school or of pupils and their parents
3. Processing is necessary to protect the vital interests of the data subject or another natural person where the data subject is physically or legally incapable of giving consent
4. Processing is necessary for the establishment, exercise or defence of legal claims
5. Processing is necessary for reasons of substantial public interest
6. Processing is necessary for the purposes of preventative or occupational medicine and the provision of health or social care or treatment.
7. Processing is necessary for reasons of public interest in the area of public health

A full breakdown of the information we collect on pupils, family and carers and the lawful basis can be requested from the school office.

Where we have obtained consent to use 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 information

We collect information via a variety of different ways including, but not limited to;

• Registration forms at the start of the school year

• Common Transfer File (CTF) or secure file transfer from previous school
• induction meetings and other meetings with parents
• agencies related to the safeguarding of children, where relevant (e.g. the local authority, police, operation encompass, health services, children's services / LADO, children's charities)
• educational and medical agencies including specialists (e.g. the local authority, SEND, Psychologists, Speech and Language)

Pupil, family and carer data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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, family or carer information to us or if you have a choice in this.

Where you have given us consent to use your personal information or that of your child/children, you are entitled to withdraw your consent in all circumstances. You can do this by contacting the school using the details given.

Storing data

We hold pupil, family and carer data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school office.

Who we share information with

We routinely share information with:

- Schools that the pupils attend after leaving us
- Cumberland Council and other local authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- the Department for Education (DfE)
- various education and medical professionals and specialists
- Outside agencies linked to trips such as transport, residential settings and trip locations
- Ofsted
- Our auditors
- Police forces, courts, tribunals
- School volunteers- for the purposes to deliver the volunteering activity

In addition, we use specific third parties to perform services for us for the purposes of helping school to deliver the national curriculum. When we share your personal data with these third parties who perform services for us, we require them to take appropriate steps to protect your personal information, and only to use it for the purpose of performing those specific services. We currently use:

Name of company	The service they perform for us
Kym Allan	Health and safety consultant
Tempest	School Photographer
Connexions	ICT hosting, maintenance, wifi and landline phone provision
InVentry	Visitor, staff and pupil sign in / out Management system
Arbor	Information Management System
Boost Insights/ FFT Reading/ Progress	Academic progress Tracking system

Tracker	
Aspens	Provision of school meals
Primary Site	Web design and maintenance
CPOMS	Safeguarding
School Money	Payment Platform
Microsoft Teams and Zoom	Online video conferencing
Parentsapps	Communication
Wonde	Free School Meal Vouchers
Social Media/ Facebook	Communication and school marketing
Coolmilk	School milk supplier

For some of their functions these organisations are data controllers in their own right, and are responsible for determining what they do with your information. We recommend that you read their privacy notices.

Transferring personal data outside the UK

We transfer your personal data to the USA when we use some of the companies listed above. We have procedures in place to make sure that these restricted transfers are made appropriately. To do this we use a standard contractual data protection clause that is approved by the Information Commissioner's Office.

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.

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 may share information with third parties that contract with the DfE to support pupils' learning, progress, wellbeing or safety or to meet statutory duties.

We are required to share information about our pupils, or former pupils, with the DfE under section 5 of The Education (Information about Individual Pupils) (England) Regulations 2013

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section. For privacy information on the data the Department for Education collects and uses, please see: https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3

and

https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education

Requesting access to your personal data

The UK-GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact the school's Data Protection Officer via the the school office: office@stanwix.cumbria.sch.uk.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

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 raise a concern with ICO.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your 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 Jen Barry, School Business Manager personally via school or by email: office@stanwix.cumbria.sch.uk or by phone: 01228 596069

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on March 3rd 2026.

Contact

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

- Darren Glynn, Headteacher or;
- Jen Bary, School Business Manager or
- Gerrard Barr, Data Protection Officer

You can get in touch;

- personally via school or
- by email: office@stanwix.cumbria.sch.uk or
- by phone: 01228 596069

How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (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 (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better

target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:
https://www.gov.uk/government/publications/dfe-external-data-shares

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

or

https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

To contact the Department for Education (DfE): https://www.gov.uk/contact-dfe