



Privacy Notice – How We Use Pupil Information

This privacy notice explains how John Bunyan Primary School & Nursery collects, uses, stores, and shares personal information about pupils (and their families) in line with UK data protection law (UK GDPR and the Data Protection Act 2018).

1. The Data Controller

The school is the data controller responsible for your child's personal information. Under UK law, we must explain how we use it and what rights you have.

2. The Data Protection Officer (DPO)

Our DPO is: SBM services

You can contact the DPO for privacy questions, concerns or rights requests.

3. What Information We Collect

We collect and process some or all of the following pupil information:

a) Personal and identity data

- Name, date of birth, unique pupil number
- Home address and contact details
- Emergency contact details

b) Characteristics

- Ethnicity, language, nationality, country of birth
- Free school meal eligibility

c) Education & assessment

- Attendance records and absences
- Assessment results and progress records

d) Safeguarding & behaviour

- Behaviour records and exclusions
- Safeguarding information, child protection plans

e) Health & wellbeing

- Medical conditions and healthcare information
- Accident logs and welfare needs

f) Other records

- Special Educational Needs (SEN) support plans
- Any additional data required for statutory purposes

This list is consistent with typical school data processing.



4. Why We Use This Information

We use pupil information to:

- Support learning and teaching
- Monitor and report on pupil progress
- Provide pastoral care and support
- Ensure pupil safety and wellbeing
- Comply with legal duties and statutory requests from authorities
- Assess the quality of our services
- Administer education and communicate with parents/carers

These uses are necessary for the performance of our public task as an educational provider.

5. Lawful Bases for Processing

We process personal data under the following lawful bases:

a) UK GDPR – Public Task

Processing is necessary to perform our statutory duties in providing education and supporting pupils.

b) UK GDPR – Substantial Public Interest

We may process special category data (e.g., health, ethnicity, safeguarding) where necessary for public interest and to support pupils.

c) Legal Obligations

We must comply with education law (for example, school census returns) and other statutory requirements.

d) Consent

In rare cases (e.g., photos for promotional use), we will ask for explicit consent. Individuals can withdraw consent at any time.

6. Who We Share Information With

We routinely share pupil data with:

- Schools your child may attend next
- Local authority (LA) and statutory assessment bodies
- Department for Education (DfE) as part of statutory data collections
- National Pupil Database (NPD) – for research and policy making
- Health care professionals where appropriate
- Social care where relevant
- Other contracted service providers supporting learning and welfare

Sharing is done securely and only where permitted by law.



7. How Long We Keep Data

We retain pupil data only for as long as necessary based on statutory requirements and best practice, as outlined in our Records Retention Schedule. We securely dispose of information when it is no longer needed.

8. Your Rights

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

- Be informed about how your child's data is used
- Access copies of the information we hold (Subject Access Request)
- Rectify inaccurate or incomplete data
- Erase data where lawful and appropriate
- Restrict or object to certain processing
- Data portability where applicable
- Withdraw consent (where processing is based on consent)

Some rights may be limited when we have legal or statutory reasons to continue processing.

9. Automated Decision-Making

We do not use automated decision-making or profiling that produces legal effects or significantly affects pupils. If this changes, we will update this notice.

10. Concerns & Complaints

If you have concerns about how we handle personal data, please raise them with the school or our DPO first.

You can also contact the Information Commissioner's Office (ICO):

<https://ico.org.uk/concerns/>

11. Where to Find More Information

- DfE Data Collection and Censuses: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- NPD and Data Sharing: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>