



SOUTH END JUNIOR SCHOOL

Privacy Notice for Pupils

March 2026

Privacy Notice for Pupils

Under Data Protection Law, individuals have a right to be informed about how South End Junior School uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, South End Junior School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is [The ICT Service](#) (see 'Complaints' / 'Contact us' below).

The personal data we hold:

Personal data that we may collect is essential for the school to fulfil its official functions and meet legal requirements. Personal data that the school may use, store and share (when appropriate) about students/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
- Behaviour information
- Medical information including details of any medical conditions, including both 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
- Data about use of the school's information and communications system

We may also hold data about students/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 student/pupil learning
- Monitor and report on student/pupil progress
- Provide appropriate pastoral care
- Protect student/pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

We will only use your child's personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your child's personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Please note that we may process your child's personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

Use of your child's personal data in automated decision-making and profiling

We do not currently process any pupils' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices to explain the processing to you, including your right to object to it.

Use of your child's personal data for filtering and monitoring purposes

While your child is in our school, we may monitor their use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so we can:

- Comply with health and safety, and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
- Protect your child's welfare

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. Consent will usually be sought from pupils aged over the age of 12 but from Parents / Carers if the child is younger than that, or if the pupil is not considered mature enough to understand their rights over their own data.

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.

Our basis for using Special Category data:

For 'Special Category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in Data Protection Law:

- We have obtained explicit consent to use the special category personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.

- We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by the data subject.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

Collecting this information:

We will only collect and use your child's information when the law allows us to as detailed above in this notice. While the majority of information we collect about your child is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals
- Other schools or trusts
- Department for Education

How we store this data:

We keep personal information about students/pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We keep personal data according to the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools. This can be found [here](#).

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer have a legal requirement to retain it.

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 and to ensure that it can carry out its statutory duties.
- Schools our pupils are moving to – to help us support our pupils who are moving to another school by easing the transition process.
- The Department for Education – to meet our legal obligations to share certain information with it.
- The pupil's family and representatives – to provide regular reports on the pupil's progress and to ensure the pupil's safety whilst at school.
- Educators and examining bodies – to meet our legal obligations and allow the pupil to be entered for assessments.
- Ofsted – to meet our legal obligations.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Survey and research organisations – to help us fulfil our public task.
- Health authorities – to meet our legal obligation to keep our pupils safe.
- Health and social welfare organisations – to meet our legal obligation and to protect the pupils.

- Professional advisers and consultants – to help us fulfil our public task.
- Charities and voluntary organisations - to help us fulfil our public task and to protect the pupils.
- Police forces, courts, tribunals – to meet our legal obligations to share information with them.

Sharing data with the Department for Education (DfE)

The Department for Education (a government department) collects personal data from schools and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority, via various statutory data collections.

The data shared will be in line with the following relevant legislation:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- The data is transferred securely and held by the Department for Education under a combination of software and hardware controls that meet the current government security policy framework.
- The data we share with the DfE is used for a number of purposes, including to:
 - Inform funding
 - Monitor education policy and school accountability
 - Support research
- The information shared with the DfE could include:
 - Your child's name and address
 - Unique pupil numbers
 - Pupil matching reference numbers
 - Gender or ethnicity
 - Details of any special educational needs (SEN)
 - Details of schools attended
 - Absence and exclusion information
 - Information relating to exam results
 - Information relating to any contact with children's services
 - What they did after they finished school

Please note: this list is not exhaustive.

National Pupil Database (NPD)

We are required to provide information about pupils to the DfE as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the DfE 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 DfE may share information from the NPD with third parties, such as other organisations that promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data.

For more information, see the DfE's webpage on [how it collects and shares personal data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer your child's personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

How to access personal information that we hold about your child

You have a right to make a 'subject access request' to gain access to personal information that we hold about your child.

If you make a subject access request, and if we do hold information about your child, we will (subject to any exemptions that apply):

- Give you a description of it
- Tell you why we are holding it, how we are processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your child's personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

Your right to access your child's educational record

Parents, or those with parental responsibility, also have the right to access their child's educational record (which includes most information about a pupil). This right applies as long as the pupil is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

- To make a request, please contact **Nicola Dunn Business Support Officer**
- Email ndunn@southend-jun.northants.sch.uk
- Tel 01933 314611

Your other rights regarding your child's data

- Under UK data protection law, you have certain rights regarding how your child's personal data is used and kept safe. For example, you have the right to:
 - Object to our use of your child's personal data
 - Object to the processing of your child's personal data that is likely to cause, or is causing, damage or distress
 - Prevent your child's data being used to send direct marketing
 - Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
 - In certain circumstances, have inaccurate personal data corrected or blocked
 - In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
 - Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
 - In certain circumstances, be notified of a data breach
 - Make a complaint to the Information Commissioner's Office

- Claim compensation for damages caused by a breach of the data protection regulations
 - We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:
 - Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
 - Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
 - Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent
 - See information on types of lawful basis in previous section of this privacy notice.
 - To exercise any of these rights, please contact us (see 'Contact us' below).
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- **Parents and Pupils' rights regarding personal data:**
 - Pupils have a right to make a '**subject access request**' to gain access to personal information that the school holds about them (if the data subject is over 12 years old).
 - Parents / Carers will usually be expected to make a request with respect to their child's data where the child's age (usually under the age of 12) or Special Needs mean the child is not mature enough to understand their rights over their own data, or alternatively where the child has provided consent for them to make the request.
 - If a valid subject access request is made, and if we do hold data about the pupil, we will:
 - Give you a description of it
 - Tell you why we are holding and processing it, and how long we will keep it for
 - Explain where we got it from, if not from you or your child
 - Tell you who it has been, or will be, shared with
 - Let you know whether any automated decision-making is being applied to the data, and any consequences of this
 - Give you a copy of the information in an intelligible form
 - Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.
 - Parents/carers also have a legal right to access to their child's **Educational Record**. To request access, please contact the school's Data Protection Contact:
 - Nicola Dunn Business Support Officer South End Junior School
 - Email ndunn@southend-jun.northants.sch.uk
 - Tel 01933 314611
 - **Other rights:**
 - Under Data Protection Law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
 - Object to the use of personal data if it would cause, or is causing, damage or distress.
 - Prevent it being used to send direct marketing.
 - Object to decisions being taken by automated means (by a computer or machine, rather than by a person).

- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact the school's Data Protection Contact:

Nicola Dunn Business Support Officer South End Junior School

- Email ndunn@southend-jun.northants.sch.uk

Tel 01933 314611

These rights can be exercised by a Parent / Carer on behalf of a child on the same basis that they may make a Subject Access Request.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Nicola Dunn Business Support Officer , South End Junior School

- Email ndunn@southend-jun.northants.sch.uk

Tel 01933 314611

You can also contact our Data Protection Officer:

Email: dpo@theictservice.org.uk

Tel: 0300 300 0000

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Nicola Dunn Business Support Officer , South End Junior School

- Email ndunn@southend-jun.northants.sch.uk

Tel 01933 314611

This notice is based on the [Department for Education's model privacy notice](#) for Pupils, amended to reflect the way we use data in this school.