



The Greville Primary School Pupil Privacy Notice 2026

Privacy Notice (How we use pupil information)

The Greville Primary School is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. In order to be more environmentally friendly, we communicate school information via email, SMS messaging and Arbor Comms. You can advise the school office, at any time, should you not wish to receive communications in these formats. However, by doing so you will not receive electronic notifications of, for example, school trips, school shows and concerts, newsletters, school dinners, or parents' evening booking.

The categories of pupil information that we process include:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous school attended)
- Assessment and attainment (such as key stage 1 and phonics results)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Trips and Activities
- Special Educational Needs (including the needs and ranking)
- Behavioural Information (such as exclusions and any relevant alternative provision put in place)

Why we collect and use this information

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

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

The lawful basis on which we use this information

We collect and process pupil information where we have a lawful reason to do so. This will be where it is necessary for us, as a school, to perform a task that is in the public interest, or, exercise our official duties as a school. There may also be times when we are required to collect, share or use 'special' data (for example health information) about a pupil under which circumstances we may do so where we are performing a specific duty. Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are where:

- We have your explicit consent
- Vital interests; the process is necessary to protect someone's life
- We are required to comply with social protection law under the Children's Act 2004
- We are required to comply with the departmental census three times a year more information can be found within the Education Act 1996

Collecting pupil information

When a pupil first joins us, we receive basic details (name, address, current school) from the Local Education Authority. This is provided to us electronically whereby we download the information via a secure file transfer. If a pupil is joining us from another school we will also receive information from that school electronically via a Common Transfer File (CTF). We will also request that information is provided in paper format through our registration pack. Each academic year we will also request that contact details and annual consent forms are completed in order that we can ensure our records are up to date. For new Reception and Year 3 children, parents will submit pupil data via a third party portal "APPLICAA". Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

Pupil data is held both electronically and in paper form. We are required to hold data for varying periods of time subject to the information it contains. All data is disposed of in a secure manner inline with our Data Retention policy

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority and their commissioned providers of local authority services
- the Department for Education (DfE)

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 have a statutory requirement to provide certain information to the Department of Education. This data sharing underpins school funding and educational attainment policy and monitoring.

In our annual consent form we obtain your consent for sharing basic information with other organisations who provide teaching applications. By sharing this information it assists us in supporting and monitoring pupils with their attainment progress. In addition to this we also obtain your consent to share basic information with organisations who provide the applications and websites that enable us to keep you up to date with information and to pay for pupils trips and activities. We have contacted the companies we share data with and requested their confirmation that they comply with the General Data Protection Regulations.

When a pupil moves school we are required under regulation 9 of The Education (Pupil Information) (England) Regulations 2005 to share pupil data with the new school. Schedule 2 of the regulations provides details of the information we are required to share.

<http://www.legislation.gov.uk/uksi/2005/1437/schedule/2/made>

In accordance with The Special Educational Needs and Disability Act 2014, we are required to share data with the Local Education Authority in respect of applications and reviews of EHC Plans. We are also required under the Education Act 2004 to share data in respect of attendance.

Department for Education

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:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by 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.

Requesting access to 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: Mrs Tracy Treacher, Data Protection Officer, The Greville Primary School, Stonny Croft, Ashted, Surrey KT21 1SH.

You also have the right to:

- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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 <https://ico.org.uk/concerns/>

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 **Tracy Treacher, Data Protection Officer**.

How Government uses data

The pupil data that we lawfully share with the 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 (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- 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's 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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department 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 DfE hold

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

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

To contact DfE: <https://www.gov.uk/contact-dfe>.

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 **24/04/2026**

Contact

If you would like to discuss anything in this privacy notice, please contact: Headteacher, The Greville Primary School, Stonny Croft, Ashted, Surrey KT21 1SH.