



ROBERT PIGGOTT CE FEDERATION

PRIVACY NOTICE FOR PUPILS/PARENTS/CARERS

Pupil and Parent/Carer Privacy Notice (How we use pupil and parent/carers information)

The categories of pupil/parent/carers information that we process includes:

- personal identifiers and contacts (such as name, unique pupil number, contact details, address and date of birth)
- characteristics (such as language spoken, ethnicity, nationality, country of birth, free school meal eligibility and management)
- safeguarding information (such as court orders and professional involvement) and information related to keeping pupils safe
- special educational needs and disabilities (including the needs and ranking)
- medical (such as doctors information, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, reasons for any absences and any previous/future schools attended)
- assessment and attainment results
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information on how the school computing and other IT/communication systems are used
- information relating to school trips and events (including copy of passports)
- CCTV images
- Photographs/video, audio and/or digital recordings
- canteen/catering information

Where consent has been given or where it is necessary for pupil welfare, safeguarding or other statutory or regulatory requirements, we may also collect special categories of data, including race, ethnicity, religious beliefs, health and medical conditions. We may also collect information about certain criminal convictions. For example, where a parent/carers volunteer requires a check with the Disclosure and Barring Service (DBS). However, this will only be undertaken where and to the extent it is necessary for a lawful purpose in connection with attending an academy or volunteering at an academy.

Why we collect and use pupil and parent/carers information

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children and everyone at the school safe and secure
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- g) To make sure we are able to address and support any educational, health or social needs
- h) To make sure everyone is treated fairly and equally
- i) To make sure our computers and school systems and equipment are being used appropriately, legally and safely

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

Article 6 – 1 (c) processing is necessary for compliance with a legal obligation to which the controller is subject; (items c, f and h)

Article 6 – 1 (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person (items e and g);

Article 6 - 1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (items a to i inclusive)

Article 6 – 1 (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child (items a – i inclusive)

In addition, we will, on occasion, need to process special category personal data (concerning health, ethnicity or religion). These reasons include:

A: To safeguard pupils' welfare and provide appropriate pastoral and medical care

B: To take appropriate action in the event of an emergency, incident or accident, including the disclosure of an individual's medical condition or other relevant information where it is in the individual's interests to do so: for example, for medical advice, for social protection, safeguarding, and cooperation with police or social services,

C: To provide educational services in the context of any special educational needs of a pupil;

D: As part of any academy or external complaints, disciplinary or investigation process that involves such data, for example if there are SEND, health or safeguarding elements; or

E: For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

Article 9 – 2 g reasons of substantial public interest (with a basis in law). Under Schedule 1 of the DPA 2018 we rely on:

8 – equality of opportunity and/or treatment (E above)

10 – preventing or detecting unlawful acts (D and E)

16 – support for individuals with a particular disability or medical condition (A-E inclusive)

18 – safeguarding of children or individuals at risk (A,B, D and E)

Where Article 9 – 2 g does not apply we will only process the data if consent has been given in accordance with Article 9 – 2 (a).

Collecting pupil/parent/carer information

We collect pupil/parent/carer information via registration forms, common transfer files, from pupils, parents/carers, school staff and other organisations like the Local Authority and Childrens' Social Services.

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

Storing data

We hold pupil/parent/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 visit our schools website. The schools follow advice and guidance set out by the IRMS (Information and Records Management) Toolkit for Schools. This can be found on the schools' website.

We hold pupil/parent/carer data on local and cloud-based computer systems, as well as on paper. There are strict controls on who can see your information.

We hold your education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are securely destroyed.

Who we share pupil information with

We routinely share information with:

- Schools that the pupils attend after leaving us
- Parents/Carers

- Our local authority
- The Department for Education (DfE)
- The NHS
- Emergency Services
- Education Welfare Service
- Intensive Family Support Service
- Social Services
- Education Psychologists
- Alternative Providers
- Other schools
- Services that support teaching, learning, assessment, safeguarding and school management
- Parental communication services
- Health services
- MASH (Multi-Agency Support Hub)
- CAMHS
- Speech and Language team
- OFSTED
- Exam boards
- Auditors
- Academy trusts, federations
- Providers of extra-curricular services such as music services, before/after school clubs (where the child/young person access these services)
- Contractors/suppliers who provide services to the school such as school photographers, school caterers, external tutors and counsellors
- External software that allows us to communicate with pupils/parents/carers
- External software that allows us to analyse assessment data and exam results
- External software which allows us to enhance our curriculum

Why we regularly share pupil/parent/carer information

We do not share information about our pupils/parents/carers with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents, carers 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 your child's school DPO contact.

You also have the right to:

- to ask us for access to information about you that we hold
- 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/>

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.

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or post 16 providers or how they use your information, please contact Data Protection Officer, Wokingham borough Council, Shute End, Wokingham RG40 1WH. More information and an online form are available via this link: <https://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/data-protection>

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 your child's school DPO contact.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This policy was last reviewed November 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact the school's DPO:

Mrs Caroline Hoyle, School Business Manager, Robert Piggott CE Federation, Beverley Gardens, Wargrave, Berks RG10 8ED. Tel: 0118 940 2414 Email:

DPO@robertpiggott.wokingham.sch.uk

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 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)

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 (DfE) 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 for Education (DfE).

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-mpd-privacy-notice/national-pupil-database-mpd-privacy-notice>

Sharing by the Department for Education (DfE)

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 [Data Protection Act 2018](#), 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>

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