





Privacy Notice





Updated: September 2026



Next Review: September 2027

1. Introduction

Green Park Community Primary School is committed to protecting the privacy and security of personal information. This privacy notice explains how we collect, use, store and share information about pupils and their parents or carers, and explains the rights available under data protection law.

The school is the data controller for the personal information it collects and uses about pupils, except where another organisation is acting as an independent data controller for information it receives. Where information is provided to the Department for Education (DfE), the DfE may become an independent data controller for the copy it receives.

This notice should be read alongside the school's Data Protection Policy, Records Management/Retention arrangements, Safeguarding and Child Protection Policy, Online Safety/Acceptable Use Policy and other relevant policies.

2. Data Protection Legislation

The school processes personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025 (DUAA), together with other relevant education and data protection legislation.

All data protection provisions of the Data (Use and Access) Act 2025 are now in force. The school will keep its data protection arrangements under review as guidance and legislation develop.

3. Why We Collect and Use Pupil Information

We collect and use pupil information where this is necessary to fulfil our legal duties and public functions, to provide education and support, and to protect pupils. This includes:

- supporting teaching, learning and pupil progress;
- monitoring and reporting on attainment, progress and attendance;
- providing pastoral care, safeguarding and appropriate support;
- identifying and supporting special educational needs and disabilities;
- managing admissions, attendance and the pupil's school record;
- administering assessments and statutory educational programmes;
- supporting pupil health, wellbeing and medical needs;
- ensuring the safety of pupils, staff and visitors;
- meeting statutory duties relating to education, attendance, safeguarding and school administration;
- managing school services and resources;
- complying with legal and regulatory obligations;
- providing information to organisations where the law requires or permits us to do so; and
- supporting pupils' transition to another school, college, training or employment where this is lawful and appropriate.

4. Lawful Bases for Processing

The school will only process personal information where it has a lawful basis under data protection legislation. Depending on the purpose, the school may rely on public task, legal obligation, vital interests, legitimate interests, contract or consent.

For most routine educational and statutory activities, the school will rely on public task and/or legal obligation. Consent will only be used where it is an appropriate lawful basis. Where processing relies on consent, the school will explain this at the point consent is requested and explain how consent can be withdrawn.

Where we process special category data, such as information about health, disability, ethnicity or other protected information, we will also identify an appropriate condition under Article 9 of the UK GDPR and, where necessary, the relevant condition in UK law.

5. Categories of Pupil Information We Collect

Depending on the pupil and the services provided, we may collect, hold and use:

- personal details, including name, date of birth, unique pupil number, address and contact details;

- parent, carer and emergency contact information;
- admission and previous-school information;

attendance, absence and punctuality information;
assessment, attainment and progress information;
national curriculum and statutory assessment information;
special educational needs and disability information;
relevant medical, health, allergy and medication information;
safeguarding and welfare information where necessary;
behaviour and pastoral information;
characteristics such as ethnicity, language, nationality and country of birth where required;
eligibility information, including free school meal and pupil premium information where applicable;
information relating to school activities, educational visits, clubs and other services; and
information required for statutory education and school census returns.

6. Collecting Pupil Information

We collect information from parents and carers, pupils, previous schools or educational settings, local authorities, health and social care professionals, other agencies and organisations where lawful and necessary. We may also collect information directly from pupils.

Some information is required by law or is necessary for the school to provide education and keep pupils safe. Other information may be provided voluntarily. Where information is voluntary, we will explain this and, where appropriate, explain the consequences of not providing it.

7. How We Store and Protect Pupil Information

Pupil information may be held electronically and in paper records. The school uses appropriate technical and organisational measures to protect personal information against unauthorised access, loss, misuse, alteration or disclosure.

Access to personal information is restricted to staff and other authorised individuals who have a legitimate professional need to access it. Staff are expected to follow school procedures for confidentiality, information security, passwords, secure email, devices and document storage.

The school retains information in accordance with its records retention schedule and legal requirements. Primary school pupil records are retained until the pupil leaves the school. When a pupil leaves, the pupil record will normally be transferred securely to the new school or educational setting as required. The school's management information system data will be retained in accordance with current DfE guidance and the school's retention arrangements.

8. Who We Share Pupil Information With

We may share pupil information where there is a lawful basis to do so. This may include: the school or educational setting a pupil attends after leaving Green Park Community Primary School;

Kent County Council and its commissioned service providers, where appropriate and lawful; the Department for Education (DfE) and its agencies;

other schools and educational settings where necessary for assessment, moderation, transition or safeguarding;

health, social care, safeguarding and other public services where necessary and lawful;

exam, assessment and awarding organisations where applicable;

school improvement or other professional advisers where necessary;

secure online learning, communication and management information system providers acting as data processors on behalf of the school; and

the police, courts or other authorities where required or permitted by law.

We will not routinely share information simply because someone asks for it. We will consider the purpose of the disclosure, the lawful basis, the information being shared, the risks to the pupil and any relevant safeguarding considerations.

9. Sharing Information with the Department for Education

The school is required to provide certain pupil information to the Department for Education through statutory data collections, including the school census and other relevant collections.

The lawful basis and statutory requirements for each collection are set out in the relevant DfE guidance.

Information provided to the DfE may be used to support school funding, education policy, school accountability, research, statistics and other lawful functions. Some information is held in the National Pupil Database (NPD).

Further information is available from the DfE's current National Pupil Database privacy notice and data collection guidance:

DfE Privacy Notice and Data Collection guidance:

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notice>

National Pupil Database privacy notice:

<https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice>

10. Data Processors and Online Services

The school uses a range of secure digital systems and services to support education and administration. Where an external organisation processes personal data on the school's behalf, it will do so under an appropriate data processing arrangement and must comply with UK data protection law and the school's security requirements.

The school will keep its list of data processors and information about the systems it uses under review. Where services involve transfers of personal information outside the UK, the school will ensure that the transfer is lawful and that appropriate safeguards are in place.

11. Photography, Video and School Website/Social Media

The school may take photographs or videos of pupils for legitimate educational, safeguarding, administrative or school-community purposes. Where consent is the appropriate lawful basis, the school will seek consent before using images in publications, on the school website or on social media and will explain how consent can be withdrawn.

The school will take reasonable steps to ensure that photographs and videos are used only for the purpose for which they were collected and in accordance with school procedures.

12. Safeguarding and Information Sharing

The school may process and share personal information without consent where this is necessary to protect a pupil or another person, to safeguard children, to prevent or detect crime, or to comply with a legal obligation. Safeguarding concerns will always be dealt with in accordance with the school's Safeguarding and Child Protection Policy and current statutory safeguarding guidance.

A refusal to provide consent does not prevent the school from sharing information where there is another lawful basis for doing so.

13. Children's Privacy Rights

Children have data protection rights. The school will consider a child's age, maturity and understanding when responding to requests about their personal information. We will provide information about privacy in an age-appropriate way and will support pupils to understand how their information is used.

14. Your Data Protection Rights

Depending on the lawful basis and circumstances, pupils, parents and carers may have rights including:

- the right to be informed about how personal information is used;
- the right to request access to personal information;
- the right to request correction of inaccurate or incomplete information;
- the right to request erasure in certain circumstances;
- the right to request restriction of processing in certain circumstances;
- the right to data portability where the legal conditions apply;
- the right to object to certain processing; and
- rights relating to automated decision-making and profiling where applicable.

These rights are not absolute and may not apply in every situation. The right to object, for example, depends on the lawful basis used for processing. If processing is based on consent, you may withdraw consent rather than exercising a right to object.

15. Making a Request for Personal Information

To request access to personal information held by Green Park Community Primary School, or to ask about your child's educational record, please contact the school office:

Rebecca Milton, School Business Manager

Green Park Community Primary School

The Linces, Dover, CT16 2BN

01304 822663

office@greenpark.kent.sch.uk

The school's Data Protection Officer can also be contacted through the school office.

Requests will be handled in accordance with the statutory requirements and timescales.

16. Complaints

If you have a concern about how the school is collecting or using personal information, please contact the school in the first instance so that we can investigate and respond. Under current data protection law, organisations must provide a clear process for data protection complaints. The school will acknowledge and handle complaints in accordance with its data protection complaints procedure.

If you remain dissatisfied, you can raise a concern with the Information Commissioner's Office (ICO):

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

17. Kent County Council and Other Public Bodies

Where Kent County Council processes information as a separate data controller, its own privacy information will apply. For information about how Kent County Council uses personal information, please refer to its current privacy information on its website.

Kent County Council privacy information: <https://www.kent.gov.uk/about-the-council/information-and-data-protection>

18. Changes to this Privacy Notice

This privacy notice will be reviewed at least annually and whenever there is a significant change to the way the school collects, uses or shares personal information. The current version will be made freely available to pupils, parents, carers and other relevant data subjects.

19. Review

Updated: September 2026

Next Review: September 2027

Sources used when updating this notice

This revised notice has been prepared with reference to current Department for Education and Information Commissioner's Office guidance available in August 2026, including the DfE 2026–2027 privacy notice model guidance, current DfE pupil-record retention guidance, the DfE National Pupil Database privacy notice, and ICO guidance on the Data (Use and Access) Act 2025.

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices>

<https://www.gov.uk/guidance/data-protection-in-schools/record-keeping-and-management>

<https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice>

<https://ico.org.uk/about-the-ico/what-we-do/legislation-we-cover/data-use-and-access-act-2025/the-data-use-and-access-act-2025-duaa-summary-of-the-changes/>

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

Rebecca Milton, School Business Manager, at office@greenpark.kent.sch.uk,

01304 822663,

Green Park CP School,

The Linces,

Dover

CT16 2BN