



Privacy Notice (How we use information about pupils and their families (children, parents and carers))

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, and pupil premium/ free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results)
- Post-16 courses enrolled, relevant results, and other post-16 options
- 16+ information (including options regarding participation in education, training, or employment)
- behavioural information (records of incidents and exclusions and any relevant alternative provision put in place)

This list is not exhaustive, to access the current list of categories of information we process please see the school's data processing map, also referred to as the Record of Processing Activities (RoPA).

Why we collect and use pupil information

We collect and use pupil information and that of their families, for the following purposes:

- a) to support pupil learning, assessment and special educational needs, as appropriate
- 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 safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections and health services.

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.” and 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”

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- 9 (2) (c) To protect the vital interests of the individual,
- 9 (2) (f) in the event of legal claims or judicial acts,
- 9 (2) (i) As required for purpose of public health (with a basis in law)

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. We have adopted the Information and Records Management Society (IRMS) recommendations as our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Protection Policy and the IRMS Toolkit for schools [IRMS Schools Toolkit - Information and Records Management Society](#)

Who we share pupil information with

We routinely share pupil information with (not exhaustive):

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- National Health Service
- Targeted and family support services
- The Police
- The Courts and the Children and Family Court Advisory and Support Service (Cafcass)

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. For example, we must share pupil information in accordance with the Education (Pupil Information) (England) Regulations 2005 and Keeping Children Safe in Education Statutory Guidance.

Department for Education (DfE)

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: **[maintained schools]** section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (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.

Youth Support Services

For pupils aged 13+, we pass pupil information to our local authority and/or provider of youth support services. This enables them to provide services related to education and training for 13-19-year-olds.

Requesting access to your 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, please contact the Head Teacher in the first instance or alternatively contact the school's Data Protection Officer (DPO), Richard Lewis-Ogden via email to DPO@bywaterkent.co.uk

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.

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 the School Business/Administration Manager office@steeton.bradford.sch.uk or or the Data Protection Officer (DPO) Richard Lewis-Ogden at DPO@bywaterkent.co.uk.

Last updated

This privacy notice is subject to periodic updates. This version was last updated in March 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact: Richard Lewis-Ogden, Data Protection Officer (email DPO@bywaterkent.co.uk)

Data Retention

We will hold pupil data securely for the duration specified in our data retention schedule, following the IRMS guidelines.

Right to Access

Parents and pupils have the right to request access to information about them that we hold. To make a request, please contact the School Business Manager/Administration Manager/ Head Teacher via email at office@steeton.bradford.sch.uk or Richard Lewis-Ogden, DPO via email at DPO@bywaterkent.co.uk.