



## **Privacy Notice for pupils (also provided to parents and carers)**

Although we have tried to make this Privacy Notice as straight forward as possible, some may find it difficult to understand. Please contact the school Data Protection Officer for further help if needed.

This notice explains how we use information about you and what we do with it. We call this information about you 'personal data' or personal information'.

### **Who we are**

We are Manford Primary School and our principal site is at Manford Way, Chigwell, Essex IG7 4BX

### **Collecting and storing pupil information**

We process personal data relating to pupils, parents, staff, Governors of our organisation.

We will not give information about our pupils to anyone without consent unless the law allows us to do so.

### **Storing pupil data**

We will only keep your information for as long as we need it or for as long as the law requires us to. Most of the information we have about you will be in our pupil file. We usually keep these until your 25<sup>th</sup> birthday unless you move to a new school, in which case we send your file to your new school. We have a policy which explains how long we keep information, it is called the Records Retention Policy and if you would like to discuss this in greater detail please contact the school's Data Protection Administrator, details at the end of this form.

Any personal data that we are required to keep about pupils is securely stored, with limited access for staff. It will not be accessed except in response to a query about our actions in the education of a particular pupil. No decisions will be made about you based on this data and you will not suffer any detriment or harm by having it stored in/on our secure systems.

We keep an overall summary of attainment and performance of pupils in our school, in order to monitor trends in teaching and learning. This data is anonymised and does not allow us to identify individual learners, once they have left our learning community.

## **We use the pupil data to:**

- support pupils and teachers in learning
- monitor and report on progress
- provide appropriate care and security
- assess the quality of our services
- comply with the law around statutory data sharing
- promote the school via newsletters or social media, with appropriate consent

## **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as – name, address, age, unique pupil number and photographs)
- Special Category data (such as – ethnicity, nationality, country of birth, medical information)
- Attendance and assessment information (such as – sessions attended, number of absences & absence reasons, national curriculum assessment results, special education need and any exclusion information).

## **Who your information may be shared with**

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
- The Department for Education
- Researchers from reputable institutions
- The pupil's family and representatives
- Educators, examining bodies and researchers from reputable institutions
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for or for educational research eg: Parentmail, ISSCaterhouse, Wonde, FFT, Marvellous Me, PrimarySite -The SchoolApp, Jigsaw, CPOMS, Behavioural Insights Team, NIESR, IES, Now Press Play, Target Tracker, Target Tracker

Link, Sonar, CyberAlarm, Arbor, The Brilliant Club, Smoothwall, Tempest Photography, TTRS, Lexia

- Central and local government
- Our auditors
- Health authorities
- Police forces, courts, tribunals
- Professional bodies

## The lawful basis on which we use this information

All data we process is in accordance with the rules as laid down in statute, including the General Data Protection Regulations, the Education Act 1996, the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 and Children Act 2014.

We use personal data about pupils and parents to ensure that we fulfil our legal obligation to offer educational opportunities to our pupils, and are able to look after the needs and requirements of everyone in our learning community. We use personal data about our staff to ensure that we can support them in offering teaching and learning and in their personal development.

Where we rely on consent to process personal data about individuals in our school, we ensure that we obtain that consent freely and in a positive manner. Anyone whose personal data is processed on the basis of consent can withdraw that consent easily and quickly. See “Requesting access to personal data & individual rights” listed later in this notice”.

Please note that the main reasons for our processing of personal information is due to

1. We need to, to comply with the law
2. We need to, to carry out a task in the public interest
3. We need to, protect someone’s interests
4. To communicate with you/parents/carers

A comprehensive list of data processing is kept in the school’s **Record of Processing Activities**. Within this register we will record the lawful reason for each instance of personal data being processing, along with special categories for sensitive information.

If you would like to discuss this in greater detail please contact the school’s Data Protection Administrator, details at the end of this form.

## Who will see your personal data

We will only share your information with people who have a legal or operational reason to see it. For pupils, this could include anyone directly involved in planning, providing or supporting educational opportunities. For parents, this could include anyone who needs to be involved in conversations about your child’s progress at our school.

All files are held securely by the school, and are only available to the Headteacher and specific staff.

## Photographs and biometric data

### Photographs

Our school operates a policy in relation to the use of photographs and a copy of this can be requested via the school's Data Protection Administrator, details at the end of this form.

## 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) please see the following web link: - <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### 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. 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.

We are required to pass information about our pupils to the DfE under Regulation 5 and Schedule 1 of [The Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#) as part of statutory data collections such as the school census and [early years' census](#). Some of this information is then stored in the NPD.

This information will, in turn, then be made available for use by the Local Authority who, under strict information sharing protocols and policies, may also be required to share this information with other public sector partners such as other Local Authorities or local Children Centre.

To find out more about the National Pupil Database please see the following web link: - <http://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The DfE may share information about our pupils from the National Pupil Database with third parties who promote the education or well-being of children in England by: -

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE

releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you have questions, contact the DfE through their website: <https://www.gov.uk/contact-dfe>

## CCTV

Our school uses Closed Circuit Television cameras for the purposes of monitoring our premises and to support pupil behaviour policies and may be used in any investigations or disciplinary proceedings. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

## Requesting access to personal data & individual rights

The General Data Protection Regulations and associated Data Protection Act 2018 allow parents and pupils the right to access the information that we hold about them. Additionally, the Education Act 1996 allows parent's the right to access most of their child's educational records. To make a request for information; please use the contact details that can be found at the end of this notice.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

## Contact

If you would like to discuss anything in this privacy notice or make a request for information, please contact:

Amanda Lawman via [dataprotection@manfordprimary.co.uk](mailto:dataprotection@manfordprimary.co.uk)

Please note our Statutory Data Protection Officer details are below:

London Borough of Redbridge  
Lynton House, 255-259 High Road, Ilford, IG1 1NY  
[dataprotection.schools@redbridge.gov.uk](mailto:dataprotection.schools@redbridge.gov.uk)

Alternatively, should we not be able to provide a satisfactory answer to your request in the first instance, you may wish to contact the Information Commissioner's Office (ICO) directly using the following details:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113  
[www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)

***Last reviewed on 27<sup>th</sup> May 2026***