



Grimoldby Primary School Privacy Notice

Date Approved: July 2025
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Who processes your information?

Grimoldby Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Grimoldby Primary School upholds are imposed on the processor.

Georgia Brown is the Data Protection Officer (DPO). Their role is to oversee and monitor the school's data protection procedures, and to ensure that they are compliant with the GDPR. The data protection officer can be contacted on 01507 327393 or enquiries@grimoldbyprimaryschool.co.uk

Why do we collect and use your information?

Grimoldby Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 2011
- Grimoldby Primary School Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To enable effective communication between school and parents
- To safeguard pupils

- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing.

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, phone numbers and addresses
- Characteristics – e.g. language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management and attendance procedures.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. Our admissions form makes it clear which fields are mandatory and which are optional.

The categories of parent information that the school collects, holds and shares include the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Information pertaining to safeguarding.

How long is your data stored for?

Personal data relating to pupils at Grimoldby Primary School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Grimoldby Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census (some of this information is then stored in the NPD). The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Grimoldby Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school, i.e. Secondary schools
- The local authority (via *Integris* - our Pupil Information Management System)
- The NHS
- The DfE (via *Integris* - our Pupil Information Management System)
- Educational Welfare Officers
- Local Police (if required to do so).

What are your rights?

Parents and pupils have the following eight rights in relation to the processing of their personal data.

You have the right to:

1. Be informed about how your personal data is used.
2. Request access to the personal data that is held.
3. Request that your personal data is amended if inaccurate or incomplete.
4. Request that your personal data is erased (only where there is no compelling reason for its continued processing).
5. Request that the processing of your data is restricted (in certain circumstances).
6. Data portability in a safe, secure and machine-readable format.
7. Object to your personal data being processed (in certain circumstances). Your personal data is never used for marketing purposes by Grimoldby Primary School.
8. Object to your personal data being used for automated decision making – including profiling – under Article 22 of the GDPR. Your personal data is never used for marketing purposes by Grimoldby Primary School and profiling is never an automated process.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Grimoldby Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office. The ICO can be contacted by [clicking here](#).

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our [website](#) or download our GDPR Data Protection Policy.

GDPR Privacy Notice

Pupils and their families

Declaration

I, _____, declare that I understand:

- Grimoldby Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Grimoldby Primary School may share my data with the DfE, and subsequently the LA.
- Grimoldby Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Grimoldby Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data have been made clear by Grimoldby Primary School.
- Where I can find out more information or seek guidance about the processing of my personal data.

Parent's Name: _____

Name of Child: _____

Signature: _____

Date: _____