



School Privacy Notice for Pupils and Parents or Carers

Privacy Notice (How we use pupil information)

Patterdale CofE School is the data controller under the UK General Data Protection Regulation (UK GDPR) for the use of personal data explained in this notice.

Personal data is any information that can be used to identify a living person, either on its own, or in combination with other pieces of data. Data processing includes the collection, use, and storage of data. Our address and contact details are:

Patterdale C of E Primary School
Patterdale, Cumbria CA11 0NL

School e-mail & telephone contact:
info@patterdale.cumbria.sch.uk
017684 82383

Our Data protection Officer is Catherine Hunt and she can be contacted using the details given above.

The categories of pupil and related information that we process include:

- personal identifiers like name, address, unique pupil number, and contact details.
- characteristics like ethnicity, language, free school meal, & pupil premium eligibility.
- image and voice recordings for assessment, celebration, and in CCTV for safety and security reasons.
- safeguarding information like court orders and the involvement of other professionals.
- special educational needs including the needs and ranking.
- medical information like sex, doctors' details, child health, dental health, allergies, medicines, and dietary requirements.
- Financial information like bank details and entitlement to meals, transport, and premium funding to manage catering, school trips etc.
- Attendance, for example, sessions attended, absences, absence reasons, previous schools attended.
- assessment and attainment like key stage 1 and phonics results, and any relevant results.
- behavioural information like behaviour management plans, exclusions, and alternative provision.

Why we collect and use this information

The personal data we collect is essential for the school to fulfil official functions and meet legal requirements and we use it to:

- a) care for children in our nursery,
- b) enable and support learning,
- c) monitor and report on pupil attainment progress,

- d) provide appropriate pastoral care,
- e) assess the quality of what we do,
- f) keep children safe,
- g) celebrate or promote school, for scientific interest, or to record our own school history.

The UK GDPR says that for everything we do with personal data we must have a lawful basis. Those we rely on for processing personal data about pupils and their parents, guardians, and carers are:

- to undertake a public task i.e., to provide education (mainly reasons b, c, d and e above).
- to protect vital interests (f.)
- for the performance of a contract (for example school photographs).
- compliance with any legal obligations to which the School is subject, other than an obligation imposed by contract
- having the consent of the parent, guardian or carer e.g., use images or names publicly.
- the processing is necessary for the purposes of legitimate interests pursued by the data School, except where the processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject (e.g. g.)

When we process special category data like medical information, we need to have at least one lawful basis from the list above *and* at least one from the following list:

- the data subject (or in this case their parent etc.) has given explicit consent to the processing of the personal data for one or more specified purposes
- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of social protection law
- processing is necessary for the establishment, exercise or defence of legal claims or wherever courts are acting in their judicial capacity
- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1)...

Collecting pupil data

We collect relevant pupil information via registration forms at the start of each academic year or a secure file sent to us when a child joins us from another school.

Most of the pupil information we ask for is required by law or necessary so we can provide a good education and some of it is voluntary. To comply with the UK GDPR, if you have a choice about providing information, we will tell you when we ask for it. We will also tell you what to do if you do not want to share this information with us.

Storing pupil data

We hold pupil data securely in line with the Information and Records Management Society (IRMS) [Records Management Toolkit for Schools](#). This personal data is retained for a wide range of time periods from days after a successful trip for the consent form to many years after a pupil has left us for an accident report.

Please contact the office if you would like more information about the Records Management Toolkit or how long we keep your information.

Who we share pupil information with and why

We sometimes share your personal data with trusted third parties. These are listed below.

When we share your personal data with these third parties who perform services for us, we require them to take appropriate steps to protect your personal information, and only to use the personal information for the purpose of performing those specific services.

Name of company/organisation	The service they perform for us
Kym Allan Health & Safety Ltd	Health and Safety
System IT	IT/web site hosting
System IT	IT/web maintenance
Santander	Bank
Microsoft Outlook	Email
BT Cloud Voice	Telephone (land line)
Samsung	Mobiles
Heidi Batey	School Photographer
ECS Ltd	Confidential waste disposal
Various providers. You will be given more information at the booking stage	Provision of venues and activities for residential and day trips
Various agencies. You will be given more information if this is required	Parental and pupil support
Specialist peripatetic teachers. You will be given more information as required	Provision of additional lessons i.e. for a particular sport or musical instrument

We will never sell or distribute your personal information to any other third parties or make it public unless we have a legal obligation to do so.

We have a legal obligation to routinely share pupil information with:

- Schools pupils go to after leaving us to support their continuing education.
- Child development and protection partners like Cumbria County Council Children’s Services, Public Health, Inclusion & Social Care etc. to check attendance, monitor and protect children; the NHS for medical referrals & support; private companies offering counselling and other family or support services.
- The DfE to help decide our school funding, monitor attainment & benchmark it nationally, compile league tables, develop national education policy and monitor it.
- Medical services like the school nurse or the NHS for things like screening, vaccinations, health/ eye/ dental checks, EHCP provision etc. and Public Health England about certain contagious infections our pupils come into contact with.
- Public Health England and, to support Covid-19 testing, tracking and tracing (or any similar public health emergency action), partners like the NHS, Local Authority Public health and District Council Environmental Health Departments;

Sharing with the Department for Education (DfE)

We are required to share information about our pupils with the DfE directly or via our local authority for the purpose of statutory data collections, under the following legislation:

- section 29(3) and section 537A of the [Education Act 1996](#);
- the [Education \(School Performance Information\)\(England\) Regulations 2007](#);
- regulations 5 and 8 of the [School Information \(England\) Regulations 2008](#);

- the [Education \(Pupil Registration\) \(England\) Regulations 2006](#);
- [section 83 of the Children Act 1989](#) (for monitoring and research purposes); and
- for census purposes under section 3 of The [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#).

All data is transferred securely and held by 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.

For privacy information on the data the Department for Education collects and uses, please see:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-keystage-3> and <https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-andadult-education>

Transferring data outside the EEA

We may transfer your personal data outside the EEA when we use some of the companies listed above. We have procedures in place to make sure that these restricted transfers are made lawfully. To do this we use either a standard contractual clause that is approved by the Information Commissioner's Office or rely on an assessment of adequacy where this is appropriate.

Your rights

The UK GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, exercise any of your other rights or be given access to your child's educational record, please contact the School Business Manager via info@patterdale.cumbria.sch.uk

Your rights are as follows:

- the right to be informed about the collection and use of your personal data – this is called the 'right to be informed' and we do this through this privacy notice.
- the right to ask us for copies of your personal information we have about you – this is called the 'right of access', this is also known as a subject access request (SAR).
- the right to ask us to change any information you think is not accurate or complete – this is called the 'right to rectification'.
- the right to ask us to delete your personal information – this is called the 'right to erasure'
- the right to ask us to stop using your information – this is called the 'right to restriction of processing'.
- rights in relation to automated decision making and profiling. The School doesn't make any automatic decisions or create profiles of you, so these don't apply.
- Where we have asked for your consent you have the right to withdraw it at any time.. If this will affect what your child has access to we will tell you at the time.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice below.

How to complain

If you are unhappy about the way we handle your personal data please let us know verbally or in writing by contacting us at the address given.

We will explain how we have processed your personal information and if we have made a mistake will tell you how we will put this right.

If you are still dissatisfied, you may report your concern to the Information Commissioner's Office (ICO) by contacting:

Wycliffe House, Water Lane, Wilmslow SK9 5AF
Tel. 0303 123 1113
or go online to www.ico.org.uk/concerns

Last updated

We review this privacy notice on a regular basis, so we recommend that you revisit this information from time to time. This version was last updated on 26th August 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact the School Business Manager or our Data Protection Officer via info@patterdale.cumbria.sch.uk

How Government uses your data

The pupil data that we lawfully share with the 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 GCSE 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 DfE (for example; via the school census) go to www.gov.uk/education/data-collection-and-censuses-for-schools.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupildatabase-mpd-privacy-notice/national-pupil-database-mpd-privacy-notice>.

Sharing by the DfE

The law allows the 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 DfE's NPD data sharing process, please visit: www.gov.uk/data-protectionhow-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the 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 DfE holds about you

Under the terms of the UK GDPR, you are entitled to ask the 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 DfE, please make a 'subject access request' to them. Find out how in the DfE's personal information charter published at:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-informationcharter> or <https://www.gov.uk/government/publications/requesting-your-personalinformation/requesting-your-personal-information#your-rights>

To contact the DfE go to: www.gov.uk/contact-dfe.