

Farmor's School

Privacy Notice: Pupils and Parents (2026–2028)

Farmor's School is committed to protecting the privacy and security of personal information. This notice explains how we collect, use, store and share personal data about pupils and their families.

1. The Data We Collect

We collect and process the following categories of personal data:

Personal identifiers

- Name, date of birth, unique pupil number (UPN)
- Contact details for pupils and parents/carers
- Address and family information

Characteristics

- Ethnicity, language, nationality
- Eligibility for free school meals
- Looked-after or previously looked-after status

Safeguarding information

- Court orders
- Child protection records
- Multi-agency information

Educational information

- Assessment results
- Attendance and behaviour data
- SEN and medical information
- Suspensions

Images

- CCTV footage
- Photographs and video (where consent or lawful basis applies)

2. Why We Use This Data

We use pupil data to:

- Support teaching and learning
- Monitor progress and provide pastoral care
- Meet safeguarding obligations
- Comply with the law
- To comply with the statutory duties placed on us for the Department for Education (DfE) data collection
- Administer admissions and attendance

- Provide appropriate SEN support
- Assess the quality of our services
- Communicate with parents and carers

3. Our Lawful Bases

Under the UK General Data Protection Regulation (UK GDPR) the lawful bases we rely on for processing pupil information under Article 6 (1) are:

- **Public task**, (paragraph (e)) (educating children)
- **Legal obligation** (paragraph (c)) (DfE census, safeguarding, attendance)
- **Vital interests** (paragraph (d)) (medical emergencies)
- **Consent** (paragraph (a)) (photography, optional activities)

Special category data (as defined in Article 9 of UK GDPR) is processed in addition under:

- Substantial public interest under Article 9 (2) (g)
- Health and social care under Article 9 (2) (h)
- Safeguarding under Article 9 (2) (b)
- Explicit consent (where required) under Article 9 (2) (a)

4. How We Collect Data

We collect data:

- Directly from parents/carers
- From pupils
- From previous schools
- From the Local Authority and NHS services
- Through safeguarding partners

Pupil information is essential for the school's operational use. While the majority of the pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or whether you have a choice.

5. How We Store Data

Data is stored securely in line with our **Records Management and Retention Schedule**, based on the **IRMS Toolkit 2024**.

When no longer required, data is securely destroyed.

For more information on our Records Management and Retention Schedule and how we keep your data safe please contact: DPO@farmors.gloucs.sch.uk

6. Who We Share Data With

We routinely share pupil data with:

- The Department for Education (DfE)
- The Local Authority

- Other schools
- NHS services
- Social care and safeguarding partners
- Youth support services (pupils aged 13+)
- Educational software providers (with data protection agreements)
- Examination boards

We only share what is lawful, necessary and proportionate. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. Any data shared is via secure email transfer or personal handover.

7. Your Rights

You have the right to:

- Be informed, that is the right to be informed about the collection and use of your personal data
- Access your data, that is the right to ask for copies of your personal information which we hold (Subject Access Request)
- Request rectification, that is, the right to ask us to change any information you think is not accurate or complete
- Request erasure of your personal information (in certain circumstances)
- Restrict processing, that is, the right to ask us to stop using your personal information
- Object to the processing of your information in certain circumstances
- Withdraw consent, where consent is relevant
- Rights in relation to automated decision making and profiling
- Complain to the Information Commissioner [[Make a complaint | ICO](#)] if you feel we have not used your information in the right way

Requests should be made to the **Data Protection Officer (DPO)**.

There are legitimate reasons why we may refuse your request, which depends on the reason for processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task;
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests;
- right to object does not apply if the lawful basis is consent but you have the right to withdraw consent.

8. Contact

Data Protection Officer (DPO) Farmor's School [DPO@farmors.gloucs.sch.uk] .Use this email contact for all enquiries relating to personal data, including making a Subject Access Request (as detailed in our Data Protection Policy)

9. Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated April 2026.

10. How Government uses your data

The pupil data that we lawfully share with the Department for Education (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 Department for Education (DfE) (for example; via the school census) go to

<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. 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-pupil-database-mpd-privacy-notice/national-pupil-database-mpd-privacy-notice>

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (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 Department for Education's (DfE) NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the

Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (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>

11. How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (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 Department for Education (DfE), you should make a 'subject access request'. See the guide for details:

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

Further information on what personal information the Department for Education (DfE) holds about you published in the privacy notices for early years foundation stage to key stage 3, and key stage 4 and 5 and adult education. These are available below:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>