2026-2027 (review Sept 2027)

St Matthew's Infant School Privacy Notice for Parents / Carers – how we use your child's Personal Information

The Data Protection Act 2018 provides individuals with a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing this 'privacy notice.' It explains how we collect, store and use personal data about pupils.

We, St Matthew's Infant School are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Satswana Ltd, email at info@satswana.com ; telephone number 01252 516898, office address Pembroke House, St Christopher's Place, Farnborough, Hampshire, GU14 0NH.

The categories of personal information that we process include:

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language and free school meals 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 school attended)
- Assessment and attainment (such as key stage 1 and phonics results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs of your child
- Carefully chosen and vetted educational apps
- Trips and activities

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education (DfE).

Why we collect and use pupil information

We collect and use pupil information for the following purposes:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies or emergency contact details)
- To meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- To administer admissions waiting lists

In order to meet statutory requirements around appropriate education provision and to fulfil safeguarding requirements, we share information about school history and the latest known pupil and parent address and contact details in the event of a Child Missing Education or becoming Electively Home Educated. This information also supports the in-year admissions process.

Our legal basis for using this data

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

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

We may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

Collecting pupil information

We collect pupil information via registration forms at the commencement of admission to the school or via Common Transfer File (CTF) transfer from a previous school.

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

Storing pupil information

We hold pupil data securely for the set amount of time shown in our data retention schedule on the school website. Children's records are stored securely in paper files and on the school's secure server. We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Who we share pupil information with

We may share personal information about pupils with:

- Our local authority (e.g. admissions)
- The Department for Education (e.g. attainment)
- The pupil's family and representatives (e.g. attendance)
- Educators and examining bodies (e.g. SATS test papers)
- Our regulators Ofsted, DfE and the ESFA (e.g. pupil data)
- Suppliers and service providers (e.g. sports coaches)
- Central and local government (e.g. attainment)
- Health authorities (e.g. immunisations)
- Health and social welfare organisations (e.g. social services)
- Professional advisers, bodies and consultants (e.g. Educational psychologist)
- Police forces, courts, tribunals (in relation to safeguarding)
- Collaborating schools for moderating purposes

Why we 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 – please see the section on "who we share pupil information with" above for more information.

Department for Education (DfE)

The Department for Education (DfE) collections 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. 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.

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 school office.

You also have the right:

- 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

To exercise any of these rights, please contact our Data Protection Officer via the school office.

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 "Department for Education" 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 are unhappy with the use of your personal data, please let us know by contacting the school office or our Data Protection Officer directly.

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 in September 2024.

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Helen Wiggins on 01932 863212 or email info@stmatthewsschool.co.uk