



Privacy Notice for Thameside Primary School

Pupils & Parents

Thameside Primary School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils and their parents/carers in accordance with the UK General Data Protection Regulation (UK GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Following Brexit, the UK GDPR and Data Protection Act 2018 form the main framework for data protection in the UK. These have been updated by the Data (Use and Access) Act 2025, which came into force in stages between 2025 and 2026. Thameside Primary School processes personal information in accordance with applicable UK data protection legislation.

Who Collects This Information

Thameside Primary School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about pupils and their parents/carers.

The Categories of Pupil Information That We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information:

- Personal information such as name, pupil number, date of birth, gender, contact details and parent National Insurance numbers where required to assess eligibility for Free School Meals;
- Emergency contact and family information such as names, relationships, telephone numbers and email addresses;
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility;
- Attendance information such as sessions attended, number of absences and reasons for absence;
- Financial information where required for specific purposes, including making payments to parents/carers or processing payments made to the School;
- Performance and assessment information;
- Behaviour information, including exclusions and sanctions;
- Special Educational Needs and Disabilities (SEND) information;
- Relevant medical information;
- Special category personal data, including ethnicity, health information and SEND information;
- Images of parents/carers who attend the School as visitors and sign in using the Inventory visitor management system for safeguarding purposes;
- Photographs and images of pupils participating in educational, sporting, enrichment and school activities;

- Information relating to the use of School IT systems, communications systems and other monitoring information;
 - Audio and video recordings created through the School's approved video conferencing and remote learning platforms where appropriate and in accordance with School procedures.
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Collecting This Information

Whilst the majority of information you provide to us is mandatory, some information is provided on a voluntary basis.

To comply with the UK GDPR, we will inform you whether you are required to provide specific information or whether you have a choice in providing it.

It is important that the personal information we hold about you and your child is accurate and current. Please keep us informed if your circumstances change so that our records remain accurate and up to date.

How We Use Your Personal Information

We may use digital tools and software systems that incorporate automated processing or artificial intelligence features to support teaching, learning, assessment, administration, safeguarding, security and operational functions. Any use of such technologies will be subject to appropriate human oversight and safeguards in accordance with data protection legislation.

We hold pupil data and use it for:

- Pupil admissions and to confirm the identity of prospective pupils and their parents/carers;
- Communicating with parents/carers;
- Safeguarding and health and safety purposes, including emergency evacuation procedures;
- Providing education services and extra-curricular activities;
- Monitoring pupils' educational progress and needs;
- Informing decisions relating to education funding;
- Assessing performance and supporting school improvement;
- Safeguarding pupil welfare and providing appropriate pastoral, educational and medical support;
- Supporting teaching and learning;
- Providing and receiving references relating to current, former and prospective pupils;
- Managing internal policies and procedures;
- Enabling pupils to participate in assessments and recording educational achievements;
- Producing statistical information and diversity monitoring;
- Complying with legal and regulatory requirements including safeguarding, child protection, equality monitoring and health and safety obligations;
- Enabling relevant authorities to monitor school performance and attendance and to provide support where necessary;
- Monitoring appropriate use of School IT and communication systems in accordance with School policies;
- Using photographs and images of pupils where appropriate and in accordance with parental permissions;
- Security purposes, including CCTV where installed; and
- Obtaining professional advice, insurance and support services for the School where necessary.

The Lawful Basis on Which We Use This Information

We will only use personal information where the law allows us to do so. Most commonly, we rely upon the following lawful bases:

- **Consent:** the individual has given clear consent for processing for a specific purpose;
- **Contract:** processing is necessary for the performance of a contract;
- **Legal Obligation:** processing is necessary for compliance with a legal obligation;
- **Vital Interests:** processing is necessary to protect someone's life;
- **Public Task:** processing is necessary to perform a task carried out in the public interest or in the exercise of official authority.

We also process pupil information under education legislation including the Education Act 1996 and associated regulations governing statutory school census collections.

We require the categories of information listed above primarily to enable us to fulfil our legal obligations and educational responsibilities. In some circumstances, we may process information without consent where the law permits or requires us to do so.

Sharing Data

We may need to share personal information with third parties where necessary and lawful to do so. Appropriate safeguards are in place to ensure information is only accessed by authorised organisations.

We share pupil information with:

- The Department for Education (DfE);
- Ofsted;
- Schools that pupils transfer to or from;
- NHS bodies and healthcare professionals where appropriate;
- Children's social care and other welfare services;
- Law enforcement agencies and other official bodies where required by law;
- The Local Authority Designated Officer (LADO);
- Professional advisers, including legal and educational consultants;
- Educational software and learning platform providers;
- Support service providers, including IT, information security and insurance providers; and
- The Local Authority.

The Department for Education may require regular attendance data to support vulnerable pupils and intervention initiatives.

Information is provided securely and anonymised where possible.

Recipients are required to maintain confidentiality, respect the security of personal information and process it in accordance with the law.

We may transfer personal information outside the UK and the EU. Where this occurs, appropriate safeguards will be implemented to ensure an equivalent level of protection.

Why We Share This Information

We do not share information about pupils with anyone without consent unless the law permits or requires us to do so.

For example, we are required to provide information to the Department for Education through statutory data collections, including the School Census. This information supports educational funding, policy development and monitoring of educational outcomes.

Storing Pupil Data

The School keeps information about pupils within secure electronic systems and, where necessary, in paper records.

Except where otherwise permitted or required by law, the School retains personal information only for as long as necessary to fulfil the purposes for which it was collected, including educational, safeguarding, legal and regulatory requirements.

Personal information is retained and securely destroyed in accordance with the School's Records Management and Retention Schedule.

Automated Decision Making

Automated decision-making occurs when an electronic system uses personal information to make a decision without human involvement.

Pupils will not be subject to automated decision-making unless the School has a lawful basis for doing so and has informed the individual concerned.

Security

We have implemented appropriate technical and organisational measures to protect personal information against accidental loss, unauthorised access, misuse, alteration or disclosure.

Access to personal information is restricted to staff, contractors and authorised third parties who have a legitimate need to access it.

Further details can be found within the School's Information Security Policy and Data Breach Procedures.

The National Pupil Database (NPD)

The National Pupil Database (NPD) is owned and managed by the Department for Education and contains information about pupils in schools in England.

The School is required by law to provide information to the DfE through statutory collections such as the School Census and Early Years Census. Some of this information is stored within the NPD.

The DfE may share information from the NPD with organisations conducting research, producing statistics or providing information and guidance that promotes the education or wellbeing of children in England.

The DfE applies strict controls governing access, security, retention and use of the information.

Further information is available from the Department for Education's National Pupil Database guidance.

Requesting Access to Your Personal Data

Under data protection legislation, parents/carers and eligible pupils have the right to request access to personal information held about them.

To make a request for personal information or to access your child's educational record, please contact the School Office.

You also have the right to:

- Request access to personal information;
- Request correction of inaccurate information;
- Request erasure of personal information in certain circumstances;
- Request restriction of processing in certain circumstances;
- Object to processing in certain circumstances;
- Request transfer of personal information where applicable;
- Object to automated decision-making where applicable; and
- Seek redress where data protection legislation has been breached.

When responding to Subject Access Requests, the School will undertake reasonable and proportionate searches for personal information in accordance with applicable data protection legislation.

We may request information to verify your identity before responding to any request.

Right to Withdraw Consent

Where processing is based on consent, you have the right to withdraw that consent at any time.

To withdraw consent, please contact the School Office.

Once consent has been withdrawn, we will stop processing the information concerned unless another lawful basis applies.

How to Raise a Concern

The School maintains a data protection complaints procedure. Concerns relating to the handling of personal information will be acknowledged and investigated within appropriate timescales.

We hope that the School can resolve any concerns in the first instance.

We have appointed a Data Protection Officer (DPO) to oversee compliance with data protection legislation and this privacy notice.

Data Protection Officer: Judicium Consulting Limited

Address: Judicium HQ, 98 Theobalds Road, London WC1X 8WB

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

Telephone: 0345 548 7000 (option 1, then option 1 again)

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK's supervisory authority for data protection matters.

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time and will provide a revised version where significant changes are made. We may also notify parents/carers and pupils through other appropriate channels about changes to how personal information is processed.

July 2026