



# Privacy Notice

## Who processes your information?

Boyne Hill CE Infant & Nursery School is the data controller of the personal information provided by its parents/carers. 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. Mrs Jane Davies – Head Teacher, acts as a representative for the school with regard to its data controller responsibilities.

In some cases, data will be outsourced to a third party processor; however, this will only be done with parental consent, unless the law requires the school to share personal data. Where the school outsources data to a third party processor, the same data protection standards that Boyne Hill CE Infant & Nursery School upholds are imposed on the processor.

Satswana is the Data Protection Officer and their role is to oversee and monitor the school's data protection procedures and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted on 01252 759177.

## Why do we collect and use your information?

Boyne Hill CE Infant & Nursery School holds the legal right to collect and use personal data relating to pupils and their families and will also receive information regarding them from the pupil's previous school, Local Authority and/or the Department for Education (DfE). The school collects and uses 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 General Data Protection Regulations
- Education Act 1996
- Regulation 5 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 provide appropriate pastoral care
- To assess the quality of the school's service
- To comply with the law regarding data sharing
- To safeguard pupils
- Educational research

## Which data is collected?

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

- Personal information – e.g., names, pupil numbers and addresses
- Characteristics – e.g., ethnicity, language, nationality, country of birth and free school meals eligibility
- Attendance information – e.g., number of absences and absence reasons
- Assessment information – e.g., Foundation Stage 2 Baseline Assessment results
- Relevant medical information
- Information relating to SEND

- Behavioural information – e.g., number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to pupils at Boyne Hill CE Infant & Nursery 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 under Section 3 of The Education (Information about Individual pupils) (England) Regulations 2013.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Boyne Hill CE Infant & Nursery School is required by law to provide information about its 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 NPD 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 that the confidentiality of any data shared from the NPD is maintained.

To find out more about the NPD, go to: <https://www.gov.uk/guidance/apply-for-department-for-education-dfe-personal-data>

Boyne Hill CE Infant & Nursery School will not share personal information with any third parties without consent, unless the law allows it to do so. The school routinely shares personal information with:

- The Local Authority
- The Department for Education
- Arbor – pupil database
- Berkshire Healthcare Trust (Educational Psychology, Speech and Language Therapists, Occupational Therapists, Early Help Hub, The Shine Team, Behaviour Service etc.)
- The NHS (including School Nurses)
- Social Care
- Caterlink (school lunches)
- The School Photographer
- Parent communication and payment service
- School Club providers
- Forwarding schools

With consent, the school may share personal information with researchers from reputable institutions.

## Data Collection Requirements

To find out more about the data collection requirements placed on the school by the Department for Education go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

In relation to the processing of personal data, parents/carers and pupils have the right to:

- Be informed about how Boyne Hill CE Infant & Nursery School uses your personal data
- Request access to the personal data that Boyne Hill CE Infant & Nursery School holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed

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 Boyne Hill CE Infant & Nursery School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO) who can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

## Where can you find out more information?

If you would like to find out more information about how the school uses and stores your personal data, please visit the School's website at [www.boynehillschool.org](http://www.boynehillschool.org) to download the School's GDPR Data Protection Policy.

For more information about the Department for Education's data sharing process, please visit:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact the DfE: <https://www.gov.uk/contact-dfe>

**This Privacy Notice will be reviewed annually**

Last reviewed: October 2025