



Privacy Notice Parent and Pupil

John Hampden and Tetsworth Schools' Federation

Policy Name	Privacy Notice Parents/Carers and Pupil
Adopted	By: Full Governing Board Date: September 2025
Signed on behalf of the board	Natalie Henderson
Headteacher	Paul Hankey
Review period	Annually
Date of next review	February 2027



Privacy Notice (How we use pupil information)

John Hampden and Tetsworth Schools' Federation collects data and information about our pupils and parents / carers so that we can run effectively as a school. We are a primary, local authority, community maintained school and the data controller for the data we process on pupils attending our school.

This privacy notice explains how and why we collect pupil and parent / carer data, what we do with it and what rights parents and pupils have.

If you would like to discuss anything in this privacy notice, please contact our Administration Team (details below) or our Data Protection Officer (Sarah Bradford) at finance@john-hampden.oxon.sch.uk

Our contact details:

admin.2591@john-hampden.oxon.sch.uk

office.2456@tetsworth.oxon.sch.uk

The categories of pupil information that we process include:

We currently collect and process the following information:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal 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 schools attended)
- assessment and attainment (such as phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive, and subject to change, please contact the school office for further details.

Why we collect and use pupil information

It is used to:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care



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- 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

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

a. your consent. You can remove your consent at any time. You can do this by contacting office.2591@john-hampden.oxon.sch.uk (John Hampden Primary School) or office.2456@tetsworth.oxon.sch.uk (Tetsworth Primary School)

- b. we have a contractual obligation;
- c. we have a legal obligation;
- d. we need it to perform a public task;
- e. we have a vital interest;
- f. we have a legitimate interest.

Some personal information requires extra protection as it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data, criminal convictions. If we are processing special category data, our lawful basis will also include one of the following:

- a. we have explicit consent;
- b. to meet our obligations as a controller or those of data subjects;
- c. to meet our public interest task of keeping pupils safe.

Collecting pupil information

We collect information about pupils and parents / carers before they join the school and update it during their time on the roll. This is either live through our MIS app or by paper/email as and when new information is acquired.

Most of the personal information we process is provided to us directly by you but we also receive personal information when pupils join the school from:

- a. other schools and nursery settings;
- b. the local authority.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it 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 data

A significant amount of personal data is stored electronically, for example, on our MIS (management information system) database and curriculum network. Some information may also be stored in hard copy format in lockable filing cabinets.

We hold pupil and parent / carers' data in line with our retention schedule which is available from the school office.



Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority, Oxfordshire County Council
- the Department for Education (DfE)
- school governors/trustees
- companies providing services to the school, e.g. catering, photography, communication services

From time to time, we may also share pupil information with other third parties including the following:

- the Police and law enforcement agencies
- NHS health professionals including the school nurse
- Educational psychologists
- Education Welfare Officers
- Courts, if ordered to do so
- Prevent teams in accordance with the Prevent Duty on schools.

In the event that we share personal data about pupils with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

Why we regularly 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.

Department for Education (DfE)

(Information provided by the DfE) The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE, either directly or via our local authority for the purpose of those data collections. For example, for the school census: 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-key-stage-3>

Requesting access to your personal data



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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, or be given access to your child's educational record, contact admin.2591@john-hampden.oxon.sch.uk (John Hampden Primary School) or office.2456@tetsworth.oxon.sch.uk (Tetsworth Primary School). Alternatively you can contact our federated DPO directly at finance@john-hampden.oxon.sch.uk

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are 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 portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern 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 [raise a concern with ICO](#).

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' 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 you are unhappy with our use of your personal data, please let us know by contacting admin.2591@john-hampden.oxon.sch.uk (John Hampden Primary School) or office.2456@tetsworth.oxon.sch.uk (Tetsworth Primary School). Alternatively you can contact our federated DPO directly at finance@john-hampden.oxon.sch.uk

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 **February 2025**.

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-npd-privacy-notice/national-pupil-database-npd-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>

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'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

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