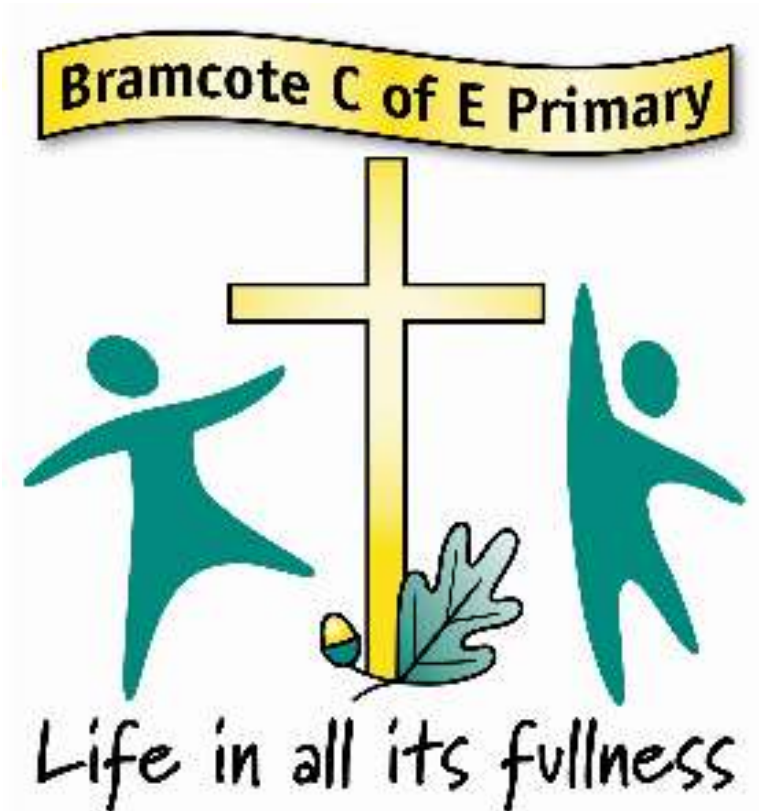


**BRAMCOTE COFE PRIMARY SCHOOL**



**PRIVACY NOTICE**

**JULY 2025**

## **Privacy Notice for Pupils and Parents/Carers**

**This privacy notice explains how and why Bramcote C of E Primary School collects, stores, and uses personal data about our pupils and their families. We are committed to being transparent and to ensuring your information is handled securely and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.**

### **Who We Are**

Bramcote C of E Primary School is the data controller for the personal information we hold. This means we are responsible for determining how and why personal data is used.

### **The Categories of Pupil Information That We Collect and Hold**

- Personal identifiers (e.g., name, unique pupil number, contact details)
- Characteristics (e.g., ethnicity, language, eligibility for free school meals)
- Attendance information (e.g., sessions attended, absences, reasons for absence)
- Assessment and attainment data
- Safeguarding information (e.g., concerns, referrals, involvement of external agencies)
- Special educational needs information
- Medical information (e.g., allergies, health needs)
- Behavioural information (e.g., exclusions, incidents)
- Photographs and videos (where consent has been given)
  
- School Trip / activity information
  
- School Meals and FSM

## **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 progress
- to provide appropriate pastoral care
- to assess the quality of our provision
- to comply with the law regarding data sharing
- to support safeguarding
- to administer school services such as meals, trips and clubs

## **The Lawful Basis for Using This Information**

We rely on the following legal bases under the UK GDPR:

- Article 6(1)(c) – legal obligation
- Article 6(1)(e) – public task
- Article 6(1)(d) – vital interests
- Article 6(1)(a) – consent (where applicable)

Where we process special category data, we rely on:

- Article 9(2)(g) – substantial public interest
- Article 9(2)(h) – health and social care
- Article 9(2)(c) – to protect vital interests
- Article 9(2)(a) – explicit consent (for images or special cases)

## **How We Collect Pupil Information**

- Registration forms completed by parents/carers at the start of school
- Common Transfer Files (CTF) and secure file transfers from previous schools
- Data shared by local authorities or the Department for Education (DfE)
- Updates provided by parents/carers during the year
- Observations and assessments made by school staff

## **Storing Pupil Data**

We hold pupil data securely for the duration of their time at the school and, in some cases, beyond this period to comply with legal obligations. Retention periods are outlined in our Data Retention Policy.

We use secure, password-protected systems such as SIMS and CPOMS to store and manage pupil data. Access is strictly limited to authorised staff based on role and necessity.

## **Who We Share Pupil Information With**

We routinely share pupil information with:

- schools that pupils attend after leaving us
- local authorities
- the Department for Education (DfE)
- NHS and health professionals (e.g. school nurse)
- social care and safeguarding partners
- external support agencies (e.g., educational psychologists)

## **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. We share information to:

- comply with statutory duties
- support pupil welfare and learning
- safeguard pupils
- ensure continuity of education

## **Department for Education (DfE)**

We are required to share information about our pupils with the Department for Education (DfE) under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **Requesting Access to Your Personal Data**

Under data protection legislation, parents and pupils have the right to request access to the information we hold. To make a request, contact the Headteacher or our Data Protection Officer (DPO).

## **Contact and Complaints**

If you have a concern about the way we are collecting or using your personal data, we encourage you to raise it with us by contacting the school [office@bramcote.notts.sch.uk](mailto:office@bramcote.notts.sch.uk) /0115 9258548

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