



# COOPER PERRY PRIMARY SCHOOL

## UK GDPR Privacy Notice for pupils and their families

### Who processes your information?

Cooper Perry Primary School is the data controller of the personal information you provide to us. 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. The Headteacher, acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01785 282210 or [headteacher@cooperperry.staffs.sch.uk](mailto:headteacher@cooperperry.staffs.sch.uk).

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Cooper Perry Primary School upholds are imposed on the processor.

The Headteacher will oversee and monitor the school's data protection procedures, and to ensure they are compliant with the UK GDPR. The Headteacher can be contacted on 01785 282210.

### Why do we collect and use your information?

Cooper Perry Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the UK GDPR and UK law, including those in relation to the following:

- Article 6 of the UK GDPR:
  - (c) Legal Obligation: The processing is necessary to comply with the law or (e) Public Task: The processing is necessary to perform a task in the public interest or for official functions, and the task has a clear basis in law.
- Article 9 of the UK GDPR
  - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
- Education Act 1996
- Section 3 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:

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- To support pupil learning in accordance with the legal basis of legal obligation
- To monitor and report on pupil progress in accordance with the legal basis of public interest
- To provide appropriate pastoral care in accordance with the legal basis of legal obligation
- To assess the quality of our service in accordance with the legal basis of legal obligation
- To keep children safe in accordance with the legal basis of legal obligation
- To comply with the law regarding data sharing in accordance with the legal basis of legal obligation

### **Which data is collected?**

The categories of pupil information that the school collects, holds and shares includes the following:

- Personal information – e.g. names, pupil numbers, addresses and contact details
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons including previous schools attended
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information eg. Doctors information, child health, allergies, medication and dietary requirements
- Information relating to SEND
- Behavioural information – e.g. alternative provision put in place
- Safeguarding information – eg. Court orders and professional involvement

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.

The categories of parent information that the school collects, holds and shares includes the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial information where appropriate, e.g. to check eligibility for FSM
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

### **How do we collect pupil information?**

We collect pupil information via annual registration forms at the start of every school year or via Common Transfer Form (CTF) or secure file transfer from the previous school.

### **How do we store pupil data?**

Last updated: March 2025

Personal data relating to pupils at Cooper Perry Primary School and their families is stored in line with the school's UK GDPR Data Protection Policy and the school's Data Retention Policy.

In accordance with the UK 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 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. To find out more about the data collection requirements placed on us by the DfE (for example via the school census) please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Cooper Perry Primary School is required by law to provide information about our 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 NDP 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 the confidentiality of any data shared from the NDP is maintained.

Cooper Perry Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school (schools and local authorities)
- Staffordshire Local Authority
- Other government departments and agencies
- The NHS

The information that we share with these parties includes the following:

- Personal information – e.g. names, pupil numbers, addresses and contact details
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons including previous schools attended
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information eg. Doctors information, child health, allergies, medication and dietary requirements
- Information relating to SEND
- Behavioural information – e.g. alternative provision put in place
- Safeguarding information – eg. Court orders and professional involvement

## What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Cooper Perry Primary School uses your personal data.
- Request access to the personal data that Cooper Perry Primary School holds. To make a request for your personal information, or to be given your child's educational record, contact the Headteacher on 01785 282210.
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- 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 Cooper Perry Primary School is collecting or using your personal data, please contact the Headteacher in the first instance.

If you remain dissatisfied you can raise a concern with the Information Commissioners Office (the external regulator for data protection and security [Make a complaint about how an organisation has used your personal information | ICO](#))

Cooper Perry Primary School's Data Protection Officer is:

Information Governance Team

Staffordshire County Council

Staffordshire Place 1

Stafford

ST16 2DH

01785278109

dpo@staffordshire.gov.uk

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (<http://www.cooperperry.co.uk/>) or download our UK GDPR Data Protection Policy.