



Reepham Church of England Primary School

GDPR Privacy Notice - Pupils and their Families

Who processes your information?

Reepham Church of England Primary School is the data controller for the personal data of pupils and their families. This means the school decides how and why personal data is collected and used.

The school may use third-party organisations (data processors) to process data on our behalf. Any data sharing is carried out lawfully and securely, and only where permitted by law or with appropriate consent.

The school's Data Protection Officer (DPO) oversees compliance with data protection legislation and can be contacted via the school office.

Why do we collect and use your information?

The school collects and uses personal data to comply with legal obligations and to carry out tasks in the public interest, including:

- Supporting pupil learning and wellbeing
- Monitoring and reporting on pupil progress and attainment
- Providing pastoral care and safeguarding pupils
- Communicating effectively with parents and carers
- Managing admissions, attendance, and behaviour
- Meeting statutory reporting duties
- Ensuring the health, safety, and welfare of pupils

The lawful bases for processing include Article 6 and Article 9 of the UK GDPR and relevant education legislation.

What data do we collect?

The categories of data we may collect include:



"Who you are is God's gift to you. Who you become is your gift to God."

Pupil data:

- Name, date of birth, address, and contact details
- Attendance and absence information
- Assessment and attainment data
- Behaviour and exclusion records
- Special Educational Needs and Disabilities (SEND) information
- Medical and safeguarding information
- Photographs and CCTV (where applicable)

Parent and carer data:

- Names and contact details
- Relationship to the pupil
- Emergency contact information
- Safeguarding-related information

How do we collect your data?

Data is collected directly from parents and carers, from pupils, from previous schools, local authorities, and from the Department for Education (DfE).

How long do we keep your data?

Personal data is stored securely and retained in line with the school's Records Management and GDPR Data Protection Policy. Data is not kept longer than necessary.

Who do we share your information with?

The school may share information with:

- The Department for Education (DfE)
- The Local Authority
- Health and social care services
- Other schools when pupils transfer
- Examination bodies



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- Safeguarding partners and regulatory bodies
- Law enforcement agencies where legally required

Data is shared securely and only where there is a lawful basis to do so.

Your rights

Under data protection law, parents and pupils have the right to:

1. Be informed about how personal data is used
2. Access personal data
3. Request correction of inaccurate or incomplete data
4. Request erasure of data (where applicable)
5. Request restriction of processing
6. Request data portability
7. Object to processing (in certain circumstances)
8. Rights related to automated decision-making and profiling

Where processing is based on consent, you may withdraw consent at any time.

How to raise a concern

If you have concerns about how the school uses personal data, please contact the school or the Data Protection Officer in the first instance. Judy Carter – enquiries@reepham.lincs.sch.uk

You also have the right to complain to the Information Commissioner’s Office (ICO):

<https://ico.org.uk/>

Where to find more information

Further information about how we process personal data can be found in the school’s GDPR Data Protection Policy, available from the school office or website.

Date Approved: January 2026

Date for Review: January 2028