

Ellistown Community Primary School & Happy Hive Pre-School



Privacy notice (how we use children's information)

This notice is to be reviewed biennially, last reviewed September
2026

Ellistown Primary School Privacy Notice

(this document applies to children attending Ellistown Community School and Happy Hive Pre-School)

The categories of pupil information that we process include:

We collect and process the following information about pupils:

- personal identifiers and contact details (such as name, date of birth, address, unique pupil number and emergency contacts)
- characteristics (such as ethnicity, language and free school meal eligibility)
- attendance information (including sessions attended, absences and reasons for absence)
- assessment and attainment information
- behavioural information, including rewards, sanctions, exclusions and support plans
- safeguarding and child protection information
- special educational needs and disabilities (SEND) information
- medical information, including allergies, dietary requirements and medication needs
- photographs and video recordings used for educational, identification and promotional purposes (where appropriate consent is obtained)
- information relating to school trips, educational visits and extracurricular activities
- information required for school meal administration and payment systems
- information needed to provide pastoral support and wellbeing services

This list is not exhaustive and may be updated from time to time.

Why we collect and use pupil information

We collect and use pupil information to:

- support teaching and learning
- monitor and report on pupil progress and attainment
- provide pastoral care and wellbeing support
- meet safeguarding and child protection obligations
- assess and improve the quality of education and services we provide
- administer admissions, attendance and school communications
- provide school meals and manage dietary requirements
- arrange school trips and extracurricular activities
- support pupils with medical conditions and SEND
- comply with legal obligations and statutory guidance
- complete statutory data returns required by the Department for Education (DfE) and Local Authority

Lawful basis for processing

Under UK GDPR, the school processes personal data under:

- Article 6(1)(c) - Legal obligation
- Article 6(1)(e) - Public task carried out in the public interest
- Article 6(1)(a) - Consent, where specific consent is required
- Article 9(2)(b), (g) and (h) for special category data where necessary for education, safeguarding, social protection and healthcare purposes

Relevant legislation includes:

- Education Act 1996
- Education Act 2002
- Children Act 1989 and 2004
- Keeping Children Safe in Education
- Special Educational Needs and Disability Regulations
- School Admissions Code
- The Education (Information About Individual Pupils) (England) Regulations 2013

Collecting pupil information

Ellistown Primary School collects pupil information through:

- admission and registration forms completed by parents/carers
- Common Transfer Files (CTFs) from previous schools
- information supplied by nurseries and educational settings
- Local Authority information
- direct correspondence and updates from parents/carers
- healthcare professionals and other agencies where appropriate and lawful

Most information we collect is required to enable us to fulfil our legal and educational responsibilities. Where information is voluntary, we will make this clear at the point of collection.

Storing pupil data

We hold pupil information securely and retain it in accordance with our Records Retention Schedule and Data Protection policies.

Information may be stored in:

- the school's management information systems

- secure electronic systems (CPOMS, Arbor, Seesaw, Class Dojo, Connect Childcare - approved third party providers under contractual safeguards.)
- paper records held securely on school premises

Appropriate technical and organisational measures are in place to protect personal information from unauthorised access, loss or misuse.

Who we share pupil information with

We may share pupil information with:

- Leicestershire County Council
- the Department for Education (DfE)
- schools and educational settings that pupils attend after leaving Ellistown Primary School
- health professionals including school nursing services
- NHS services where appropriate
- safeguarding partners
- Special Educational Needs and Disability services
- educational psychologists and specialist support providers
- examination, assessment and curriculum providers where required
- professional advisers, auditors and regulatory bodies where required by law

Information is shared only where there is a lawful basis to do so.

Why we share pupil information

We share information to:

- support pupil education and welfare
- safeguard children and young people
- fulfil our statutory reporting obligations
- support transitions between educational settings
- obtain specialist support services
- comply with legal and regulatory requirements

We do not sell pupil data and do not share information for marketing purposes.

Department for Education (DfE)

The school is required to share information with the Department for Education under the Education (Information About Individual Pupils) (England) Regulations 2013. Information is submitted through statutory collections, including the school census.

Details regarding how the DfE uses pupil data can be found at:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Requesting access to your personal data

Parents and pupils have rights under UK GDPR, including the right to:

- be informed about how personal information is used
- request access to personal information
- request correction of inaccurate information
- request restriction of processing in certain circumstances
- object to processing in certain circumstances
- withdraw consent where consent is relied upon

Requests should be made to the school's Data Protection Officer.

Complaints

If you are concerned about how Ellistown Primary School handles personal data, please contact the school in the first instance. You also have the right to complain to the Information Commissioner's Office (ICO).

Contact Details

Ellistown Primary School

Whitehill Road, Ellistown Leicestershire. LE67 1EN

01530 260301

admin@ellistown.leics.sch.uk

www.ellistown.leics.sch.uk

Data Protection Officer

Sarah Wilson

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