Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, the Children First Learning Partnership are the 'data controller' for the purposes of data protection law for The Reginald Mitchell Primary School, Oxhey First School, Knypersley First School, Kingsfield First School, Castlechurch Primary School, Springhead Primary School and Marlfields Primary School.

The categories of pupil information that we process include:

- Personal information (such as name, unique pupil number, address, contact details, contact preferences, date of birth, identification documents
- Characteristics (such as ethnicity, language, nationality, county of birth and free school meal eligibility)
- Special educational needs (including the needs and ranking)
- Assessment and attainment (such as key stage 1 and phonics results, key stage 2 results and multiplication check)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Safeguarding information (such as court orders and professional involvement)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Behavioural information (such as exclusions, and any relevant alternative provision put in place)
- Details of any support received, including care packages plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

a) to support pupil learning
b) to monitor and report on pupil attainment progress
c) to provide appropriate pastoral care
d) to assess the quality of our services
e) to keep children safe (food allergies, or emergency contact details)
f) to meet the statutory duties placed upon us for DfE data collections
g) to monitor and report on pupil behaviour
h) to apply for funding and grants
i) to provide appropriate staff training
j) to report to governors and the trust
k) to conduct case studies/research
l) to monitor computer and internet use
m) to support teaching, learning and accessibility, including through carefully approved digital and AI-enabled tools

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

We only collect and use pupils' data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupil's personal data in situations where:

- We have obtained consent to use in a certain way
- We need to protect the individuals' vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

To withdraw consent, you must put your request in writing and send to Mrs L Siddorn, centraloffice@cflptrust.co.uk

The Children First Learning Partnership (CFLP) may use Artificial Intelligence (AI) in a limited, carefully controlled way to support teaching, learning and school operations.

AI refers to computer systems that can help generate or analyse information, such as creating draft resources for teachers or supporting accessibility. AI is never used as a replacement for teachers, professional judgement or safeguarding oversight.

How AI may be used

AI tools may be used by staff to:

- Support lesson planning and resource creation
- Adapt learning materials to support pupils with SEND or EAL
- Reduce administrative workload (such as drafting non-confidential templates)

Any AI use in school is:

- Carefully risk-assessed and approved by the Trust
- Supervised by trained staff
- Used only where it adds clear educational value

What data AI tools can access

We do not allow personal data about pupils to be entered into generative AI systems.

This means:

- Pupil names, images, personal details, assessments or safeguarding information are never entered into AI tools
- AI systems are not used to assess, mark, grade, profile or predict pupil performance
- AI systems are not used to make automated decisions about pupils

Where AI features exist within approved education software, the Trust ensures that:

- Data protection checks and Data Protection Impact Assessments (DPIAs) are completed
- Suppliers meet UK GDPR and safeguarding standards
- The school retains full control and oversight

Pupil use of AI

Pupil use of AI is:

- Always supervised by a responsible adult
- Age-appropriate and curriculum-led
- Designed to help pupils understand AI safely and critically

Pupils are never allowed to enter personal information into AI tools and are taught why this is important as part of their digital safety education.

Further details about how AI is used safely in school are available in the Trust's AI Policy.

Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

How we collect pupil information

We collect pupil information via:

- Application forms
- Contact forms
- Medical / Permission forms
- Common Transfer Files (CTF's) from other schools
- Safeguarding information
- Arbor

Pupil Data is essential for the **school's** 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.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule.

Who we share the pupil information with:

- schools that the pupils attend after leaving us
- local authorities
- the Department for Education (DfE)
- School Nurses and the NHS
- Attend VIP
- Local Support team including First Response
- Ofsted
- Professional advisors and consultants
- Parentpay
- Arbor
- SCO pay
- Entry Sign
- Teachers2parents

Schools within the Children First Learning Partnership

Educational software (e.g.: 2 simple, Arbor, Education City, Expresso, Ten Town, Spelling Shed, My Concern, Sing up, evidence me)

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

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 Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Regulation 5 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.

How government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- Underpins schools 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 earning beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

Sharing by the Department

The law allows the Department to share pupil's personal data with certain third parties including:

- Schools
- Local Authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments or agencies
- Organisations fighting or identifying crime

For more information about the Departments 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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the police.

For information about which organisations the Department 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

To contact DfE: https://www.gov.uk/contact-dfe

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to be given access to your child' educational record contact Mrs L Siddorn, Operations manager centraloffice@cflptrust.co.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress.
- prevent processing for the purpose of direct marketing object to decisions being taken by automated means. The school does not use automated decision-making or profiling, including through Artificial Intelligence, to make decisions about pupils
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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 Commissioners Office at https://ico.org.uk/concerns/

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 Mrs L Siddorn, Operations Manager centraloffice@cflptrust.co.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 April 2026.

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Operations Manager in the first instance or our data protection officer:

- Lucy Siddorn centraloffice@cflptrust.co.uk
- Hedda Motherwell and is contactable via dpo@staffordshire.gov.uk