



St. Peter's Anglican Methodist VC
Primary School

Dream, Believe, Achieve

"All things are possible." Mark 9:23

Executive Head Teacher: Mr Paul Smith

Bank Road, Pilning, South Gloucestershire,
BS35 4JG

Tel: (01454) 631137

Email: office@stpetersprimary.co.uk

Website: www.stpetersprimary.co.uk

Privacy Notice (How we use pupil information)

St Peter's Primary school is the Data Controller for the use of personal data in this privacy notice.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

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 by the Department for Education

The lawful basis on which we use this information

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989, The Data Protection Act 2018 and The UK General Data Protection Regulation including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'

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

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Collecting pupil information

We collect pupil information from a number of sources, for example, registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' 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 and we will tell you what you need to do if you do not want to share this information with us.

Storing pupil data

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

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.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- educational support teams such as Educational Psychologist, School Nurse, Speech and Language support NHS on request etc.,
- Arbor (the school's Management Information System (MIS)), pupil's names, DOB, address and details related to their medical needs and educational attainment, parent names, e-mail addresses and mobile telephone numbers supplied to the school for contact purposes are shared with the third party supplier Arbor Education, First Floor, Unit 16, The Westworks, White City Place, 195 Wood Lane, London, W12 7FQ, E: hello@arbor-education.com
- children's names & DOB are shared for safeguarding purposes with the third party supplier CPOMS, CPOMS Systems Limited, CPOMS House, Acorn Business Park, Skipton, North Yorkshire, BD23 2UE, T: 01756 797766 to enable safeguarding matters to be recorded and monitored by the school
- children's images are taken by third party school photographer supplier Tulip Photography, Unit 5 – Gilda Buildings, Winterstoke Road, Weston Super Mare, BS23 3YS, T:01934 708202
- children's names are shared with Times Table Rock Stars: Maths Circle Ltd, Ossory Offices, Hazelwood Lane, Ampthill MK45 2HF Email: support@ttrockstars.com
- children in EYFS names & DOB are shared with The Foundation Stage Forum Ltd (Tapestry) 65 High Street, Lewes, East Sussex, BN7 1XG
- children in years 6 names, DOB, medical & dietary details are shared with the school's residential visit provider prior to their annual visit. Current third party residential provider is PGL Travel Ltd, Alton Court, Penyard Lane, Ross-on-Wye, Herefordshire, HR9 5GL T: 0333 321 2125 W: www.pgl.co.uk

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:

section 3 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 at the end of this notice.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under:

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Your local council is a partner in Connecting Care, a project which links social care information with health information.

The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Staff who are directly involved in a child's care, will only access their record with a legitimate reason, and if they can, they will ask your permission before they look at it.

The Connecting Care Record will contain information such as:

- who is involved in a child's care;
- any allergies they have;
- medications;
- recent appointments (but only whether they were attended, this will not include any information about what was discussed at that appointment);
- diagnoses.

The Connecting Care record will not contain information about conversations with the GP or any information on sensitive subjects such as sexual health. Staff who have a responsibility for designing services to improve children's general well-being will also have access to relevant information from the record. The detail that staff can see is linked to the job they do. If for their job they don't need to see specific information, they cannot see it.

Connecting Care has been established in order to share important health and social care information to support the care of the wider Bristol population. Your contact with local Connecting Care [NHS Partner Organisations](#) may result in them seeking your consent to participate in a research study. Where you have consented to participate in such a study, the research team may access the information held by GPs and Hospital Trusts through Connecting Care to ensure that your participation (or those that you are responsible for) will not put you at risk of increased harm, and is suitable for the aims of the study. If you later choose to withdraw from the study, the research team will discuss the use of your information with you. As part of the consent process, the research team will inform you of the information they would seek access to.

If you require further information about Connecting Care, how it works, how information is shared and protected, and how you can opt out (and the implications for doing so) please contact PALS on 0800 073 0907, or visit <https://www.connectingcarebnssg.co.uk>

Your local council also shares a limited amount of school enrolment information with the South West Child Health Information System (CHIS), which is used by local organisations to deliver child health services safely, effectively and efficiently. The CHIS maintains a record of all children from birth up to the age of 19 and receives data from General Practice, maternity departments, health visitor providers, screening providers and school age vaccination providers.

The information shared by the school with CHIS includes:

- School assigned ID and/or NHS number
- Pupil name and gender
- Pupil date of birth
- Pupil home postcode
- Pupil start date at the school

The CHIS is commissioned by NHS England on behalf of Public Health England and the service is provided by Health Intelligence Ltd. If you require further information about the CHIS, how it works and how information is shared and protected, please visit: <http://www.swchis.co.uk>

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 be given access to your child's educational record, contact the school office office@stpetersprimary.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;
- 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 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 Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section at the end of this notice.

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 the school office office@stpetersprimary.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 on 25 June 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact:

- The school office, office@stpetersprimary.co.uk

How Government uses your data

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

- underpins school 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 earnings 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 pupils' 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 and agencies
- organisations fighting or identifying crime

For more information about the Department's 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 the Home Office and the Police, please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

Data Protection Complaints Policy

Part 1 - Purpose

This policy sets out how St Peter's Primary receives, manages, investigates and resolves complaints relating to the handling of personal data.

This is compliant with the **Data (Use and Access) Act 2025 (DUAA)** and ensures that an individual can exercise their right to raise concerns directly with St Peter's Primary before escalating to the Information Commissioner's Office (ICO).

Part 2 - Handling Complaints

2.1 Scope

This policy applies to complaints made about the handling of a personally Identifiable data processed where St Peter's Primary is the Data Controller.

This includes but is not limited to:

- Staff Data
- Pupil Data
- Parents Data
- Mailing Lists

2.2 Definition of a complaint

A **data protection complaint** is any expression of dissatisfaction (**verbal or written**) about how we collect, use, store, protect, or otherwise process personal data.

This includes but is not limited to:

- Handling of data subject rights requests
- Data accuracy or retention concerns
- Data breaches or security measures
- How personal data has been collected or used

2.3 How to make a complaint

You can make a complaint:

- By Email: office@stpetersprimary.co.uk
- By Post: St Peter's Primary School, Bank Road, Pilning, BS35 4JG
- In Person. If you raise a complaint verbally, St Peter's Primary will ask that you put the request in writing to ensure all details are accurately recorded.

You will need to include:

- Your Name or Identifiable Details.
- If you are making the complaint on behalf of a third party, confirmation that you have authority to do so
- Contact details (email or postal address)
- Details of the complaint
- What outcome you are aiming for (for example deletion of mistaken data)

2.4 Managing the complaint

Within 30 days St Peter's Primary will acknowledge the complaint and may ask you for the following information:

- Confirmation of Identity (such as passport or driver's licence)
- More information about your relationship with St Peter's Primary to ensure we can find the correct dataset to act

Without undue delay, starting from receipt of your complaint, we will start our investigation

If the complaint is likely to take more than 30 days, we will write to you to keep you apprised of progress

Once we have completed our investigation we will write to you with the outcome

2.5 How to escalate a complaint if unsatisfied

If you are not satisfied with the outcome, you can escalate the complaint to the ICO. Details can be found on the [ICO website](#)

Part Management of the Policy

3.1 Responsibilities

This Policy It is to be issued to all staff and associates involved in handling personal data, where St Peter's Primary is the data controller and staff who are involved with processing complaints.

Their responsibilities are:

All Staff

- Recognise when a verbal complaint is being made
- Forward complaints to the correct St Peter's Primary member of staff

Data Protection Officer

- Oversee complaint handling
- Ensure that the process and responsibilities are compliant with UK Data Protection Legislation
- Maintain records of complaints and highlight any emerging trends or issues. Records to include details of the complaint and a log of actions taken to resolve this complaint
- Consult with the ICO if complaints are escalated

Senior Leadership Team

- Monitor trends and implement necessary improvements to Data Protection procedures
- Sign off complex or sensitive responses

3.1 Training

St Peter's Primary Data Protection Training is to be expanded to ensure all staff can recognise and record complaints. In addition, there will be training for data protection and compliance staff to ensure they

- Can manage complaints
- Compile and issue responses
- Understand escalation procedures

3.2 Review of Policy

This policy will be reviewed annually or in case of a regulatory change.