

Privacy Notices

Aspire Federation

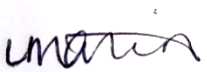
'Let your light shine!'



Reviewed and updated: March 2026

Ratified by Governors: 18.3.26

Next review: March 2027

Signed: ... 

Signed: 

Name: Laura Martin
(Executive Headteacher)

Name: Pete Hilton
(Chair of Governors)

Date:19.3.26.....

Date:19.3.26.....

DfE-Aligned Privacy Notices for Primary Schools

These notices are based on the DfE's model privacy notices and guidance, which emphasise providing accessible information, explaining what data is collected, why, the lawful basis for processing, who data is shared with, and rights under UK GDPR.

The DfE also requires schools to adapt these templates to reflect their own local circumstances.

The notices below cover the **key groups associated with a primary school**:

1. **Pupils & Parents/Carers**
2. **School Workforce (Teaching & Support Staff)**
3. **Governors / Trustees**
4. **Visitors & Volunteers**
5. **Local Authority Interactions**
6. **Children in Need / Looked-After Children (where applicable)**

1. Privacy Notice for Pupils and Parents

• **What information we collect**

We collect categories of pupil information including personal identifiers (name, unique pupil number, contact details), characteristics (ethnicity, language, free school meal eligibility), safeguarding data, SEN information, medical details, attendance, assessment, behaviour, and other relevant operational information (e.g. trips, catering).

• **Why we collect and use this information**

We use pupil data to:

- Support teaching and learning
- Track progress and attainment
- Provide pastoral support
- Keep pupils safe (e.g., medical information, emergency contacts)
- Assess service quality
- Meet statutory duties for DfE data collections (e.g., School Census)

• **The lawful basis for processing**

We rely on:

- **Public task (UK GDPR Art. 6(1)(e))** for educational duties
- **Legal obligation (Art. 6(1)(c))** for statutory returns
- **Vital interests (Art. 6(1)(d))** for emergency safety

Where special-category data is processed, we rely on **Art. 9(2)(g)** supported by statutory obligations related to education and safeguarding.

• **Who we share data with**

We routinely share pupil information with:

- **DfE**, as legally required for data collections (e.g., attainment, census)
- **Local Authorities**, for safeguarding, admissions, SEND, and statutory duties
- **NHS services**, e.g., vaccination teams or health screenings

- **Ofsted**, during inspections
- Other agencies where legally required and proportionate
- **How long we keep data**

We retain pupil data in line with statutory retention schedules for education settings and local policy.

- **Your rights**

Parents and pupils have rights to access, rectify, erase (where applicable), restrict processing, object, and complain. These rights are outlined in DfE's privacy notice explanation guidance.

2. Privacy Notice for School Workforce (Teaching & Support Staff)

- **What we collect**

We process identifiers, contact details, employment data, qualifications, safeguarding and vetting information, performance records, contracts, payroll, and absence information.

The DfE publishes model workforce privacy notices for schools.

- **Why we use this information**
- Manage recruitment, training, payroll, and HR functions
- Comply with safeguarding legislation
- Monitor staff absence and workforce statistics (anonymised when used for policy development)
- Submit statutory workforce data returns to DfE

- **Legal basis**

Processing is primarily under **public task** and **legal obligation** linked to education and employment law.

- **Data sharing**

We may share staff data with:

- DfE (e.g., School Workforce Census)
- Local Authority HR or safeguarding services
- Pension providers
- Regulatory bodies such as TRA (Teaching Regulation Agency)

3. Privacy Notice for Governors

- **What we collect**

Personal identifiers, contact data, declarations of interest, governance role details, DBS & safeguarding checks, and eligibility records.

There is a DfE model notice specifically for school governance roles.

- **Why we use this information**
- To ensure legal compliance with governance regulations

- To maintain statutory records
- To publish required information (e.g., governance details on the school website)
- To meet safeguarding obligations

- **Legal basis**

Governance data is processed under **legal obligation** (maintaining statutory governance records) and **public task**.

- **Data sharing**

Data may be shared with:

- DfE (e.g., Get Information About Schools database)
- Local Authority where governance duties require interaction
- Diocesan Board of Education where governance duties require interaction

4. Privacy Notice for Visitors & Volunteers

- **What we collect**

Names, contact information, DBS status, sign-in records, and safeguarding disclosures as required.

- **Why we collect it**

- To ensure site security
- To meet safeguarding requirements for adults on school premises
- To manage volunteer roles and activities

- **Legal basis**

- **Public task** for safeguarding and educational functions
- **Legal obligation** where DBS checks are required
- **Vital interest** in emergencies

- **Data sharing**

Only where essential for safeguarding or legal compliance, including Local Authority or statutory agencies.

5. Privacy Notice for Local Authority–Related Processing

Schools must share some data with Local Authorities for statutory purposes including safeguarding, SEND, attendance enforcement, and early help. LA guidance states schools must explain to families that their data is shared with LAs and the DfE for legal reasons and not for identifying individuals in statistics.

- **Legal basis**

- **Legal obligation** (Children Act, Education Acts, SEND Code of Practice)
- **Public task** in fulfilling statutory functions

- **What is shared**

Relevant personal information required for:

- Safeguarding cases
- Education welfare / attendance
- SEND assessments

- Applications & admissions

7. Privacy Notice for Children in Need / Looked-After Children

The DfE provides a specialised model privacy notice for children in need and looked-after children settings.

Schools may process:

- Social care involvement records
- Multi-agency safeguarding information
- Legal orders
- Education progress and provision data
- **Legal basis**
- **Legal obligation** under safeguarding and child protection law
- **Public task** for statutory education responsibilities
- **Vital interests** where necessary to protect the child
- **Data sharing**
- Local Authority social care teams
- Virtual School heads
- NHS / CAMHS
- Police or safeguarding partners where legally required