



# Pupil and Parent Privacy Notice

How we use personal information about pupils and their families

**Effective:** September 2026    **Review:** at least annually and whenever our processing changes.

## Who we are

Norbury Manor Primary School is the **data controller** for the personal information described in this notice. This notice explains how we collect, use, store and share information about pupils and, where relevant, their parents and carers.

We process personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other relevant legislation.

## The information we collect and process

The categories of information we may process include:

- personal identifiers and contact details, including names, addresses, dates of birth, Unique Pupil Numbers and parent/carer contact information
- characteristics such as ethnicity, language, nationality and eligibility for free school meals or other funding
- attendance information, including sessions attended, absences and reasons for absence
- assessment, attainment and progress information
- special educational needs and disability (SEND) information, including provision and support
- medical, health, allergy, dietary and administration information
- safeguarding, child protection and pastoral information, including professional involvement where relevant
- behaviour information, including suspensions and any alternative provision
- information about previous and next educational settings
- photographs, video or other media where used lawfully for school purposes
- information about parents and carers where needed to educate, safeguard and support the pupil or to communicate with the family

## Why we collect and use pupil information

We use pupil information to:

- support teaching, learning, assessment and pupil progress
- monitor and report on attainment and progress
- provide appropriate pastoral, SEND, medical and safeguarding support
- keep children safe and respond to emergencies
- monitor attendance and behaviour
- assess and improve the quality of our educational provision and services

- communicate with parents and carers
- meet our statutory duties, including Department for Education (DfE) data collections
- support transitions between schools and other educational settings
- administer school systems, services, trips, clubs, payments and learning platforms

## Our lawful bases for processing

We do not rely on consent for most of the personal information needed to run the school. Depending on the purpose, our lawful bases under Article 6 UK GDPR may include **legal obligation**, **public task**, **contract**, **vital interests**, **legitimate interests** where applicable, or **consent** where consent is the appropriate basis.

Where we process special category information, such as health, ethnicity or some SEND information, we also identify an appropriate condition under Article 9 UK GDPR and the Data Protection Act 2018.

Where we ask for consent - for example, for particular uses of photographs, video or publicity - we will make the choice clear. Consent can be withdrawn at any time. Withdrawing consent does not affect processing that was lawful before withdrawal.

## How we collect information

Information may be collected from parents and carers, pupils, previous schools, local authorities, health and safeguarding professionals, the DfE, school staff, school systems and other organisations where there is a lawful reason for the information to be shared.

## How long we keep information

We keep personal information securely and only for as long as it is needed. Retention periods are set out in the school's data retention schedule and take account of statutory requirements and recognised records-management guidance. When information is no longer required, it is securely deleted or destroyed.

## Who we share information with

Where it is necessary and lawful, we may routinely share relevant pupil information with:

- schools or other settings a pupil attends after leaving us
- Croydon Council and, where relevant, other local authorities
- the Department for Education
- health services, including relevant NHS services
- children's social care and safeguarding partners
- Ofsted and other bodies exercising statutory functions
- education, assessment and support services working with the school
- service providers acting on the school's behalf, including management information, communication, payment and learning-platform providers
- other organisations where sharing is required or permitted by law

We require organisations processing personal data on our behalf to protect it appropriately and to process it only in accordance with our instructions and data protection requirements.

## Department for Education and the National Pupil Database

We are required to provide information about pupils to the DfE as part of statutory data collections such as the school census. The DfE uses this information for purposes including funding, education policy, school accountability, statistics and research.

Some information is stored in the National Pupil Database (NPD). The DfE is responsible for decisions about onward sharing of information from the NPD and publishes information about how it uses and shares this data.

## Your rights

Data protection law gives individuals a number of rights. The rights that apply depend on the circumstances and the lawful basis for processing. These include:

- the right to be informed about how we use personal data
- the right of access to personal data we hold about you
- the right to have inaccurate or incomplete information corrected
- the right to request erasure in certain circumstances
- the right to request restriction of processing in certain circumstances
- the right to object to processing in certain circumstances
- the right to data portability where this applies
- rights in relation to automated decision-making and profiling where this applies
- the right to withdraw consent at any time where we rely on consent

## Questions, concerns and complaints

For questions about this notice, how we use personal information, or to exercise a data protection right, please contact:

**Data Protection Officer**  
Norbury Manor Primary School  
**Email:** [DPO@nmp.croydon.sch.uk](mailto:DPO@nmp.croydon.sch.uk)

If you remain concerned about the way your personal information has been handled, you have the right to raise a concern with the Information Commissioner's Office (ICO).

## Do parents or pupils need to sign this notice?

**No.** A privacy notice is information about how we use personal data; it is not a consent form or contract. We make the notice freely available and draw it to the attention of pupils and parents/carers. Where we need consent for a specific activity, we ask for that consent separately.

**Source:** Adapted for Norbury Manor Primary School from the Department for Education's 2026 to 2027 privacy notice model documents. The DfE states that model wording must be reviewed and amended to reflect each school's local circumstances.