



Privacy Notice

How we use student information

Date: May 2026

Review date: May 2027

Approved by the Advisory Board: May 2026

Linked with other policies:

- Attendance Policy
- Complaints Policy
- Data Protection Policy
- Disciplinary Procedure
- Equality Statement
- Freedom of Information Policy
- Health and Safety Policy
- Library Policy
- Safeguarding Incorporating Child Protection Policy
- Workforce Privacy Policy
- Safe Administration of Medicines

Signed:

A handwritten signature in blue ink, appearing to read "S. Day".

Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
V1	May 2026		New policy

Privacy Notice – How We Use Student Information

All Saints School, Lessingham is the data controller for personal data that we collect and process about students and their families. We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Contact Details

School email: admin@allsaintslessingham.co.uk

Headteacher: Ms S Dangerfield – head@allsaintslessingham.co.uk

Data Protection Officer

The school has appointed a Data Protection Officer (DPO) to oversee compliance with data protection law. The DPO can be contacted via the school office.

DPO Contact: Tracey Buchan – admin@allsaintslessingham.co.uk

The Data We Collect

- Personal identification details (name, date of birth, address, unique student number)
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance, behaviour, exclusions and safeguarding information
- Assessment, attainment and progress information
- Medical, health and SEND information
- Photos and video clips
- Post 16 destinations and learning information
- Online activity data processed for filtering, monitoring and safeguarding purposes

Why We Collect And Use This Data

- To support student learning and development
- To monitor progress and educational outcomes
- To safeguard students and promote wellbeing (including food allergies and emergency contact details).
- To comply with statutory and legal requirements
- To meet statutory duties placed upon us by the Department of Education (DfE) data collections
- To improve the quality of education and pastoral care we provide

Lawful Basis for Processing

Under Article 6 of UK GDPR, the school processes personal data primarily under the lawful bases of legal obligation and public task. This means processing is required by law or is necessary for the performance of the school's official functions.

Where special category data is processed, this is done under Article 9 UK GDPR because it is necessary for education, safeguarding and health purposes and is permitted by UK law.

The school does not generally rely on consent for core processing activities. Where consent is used, individuals may withdraw it at any time.

Whilst most information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the data protection legislation, we will confirm whether you are required to provide certain information to us or if you have a choice in this.

Data Retention

The school retains personal data only for as long as necessary and in line with our Records Retention Schedule, which is based on statutory requirements and guidance. Copies of the retention schedule are available on request from the school office.

Who We Share Information With

We share personal data only where lawful, necessary and proportionate. This may include sharing information with:

- Local authority and Department for Education
- Other schools, colleges and educational settings
- NHS and health professionals
- Safeguarding agencies including the police, the court system and social care
- Examination boards
- Suppliers that we have contracted with to provide educational services and those related to the operations of the school
- The student's family and authorised representatives
- Auditors and other professional bodies
- Approved IT systems, learning platforms and filtering providers including Arbor, Google Workspace for Education, Microsoft 365, Securly and Sophos

National Student Database

We are required by law to provide information to the Department for Education as part of statutory data collections such as the school census. This data may be held in the National Student Database and used for research, statistics and policy development under strict controls.

Youth Support Services

For students aged 13 and over, limited information may be shared with youth support services to support education and training. Parents may request that only basic data is shared. This right transfers to the student at age 16.

Filtering and Monitoring

The school uses filtering and monitoring systems on its network and devices to safeguard students in line with Keeping Children Safe in Education.

Monitoring is proportionate and alerts are reviewed only where safeguarding concerns arise by authorised staff. Information may be shared with external safeguarding agencies when required and lawful.

Your Rights

- Request access to personal data held about you or your child
- Request correction of inaccurate personal data
- Request erasure or restriction of processing where applicable
- Object to processing in certain circumstances
- Withdraw consent where consent is used
- Make a complaint to the Information Commissioner's Office

Concerns or Complaints

We encourage parents, carers and students to raise any concerns about how personal data is used with the school in the first instance. You may also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.