

Fair Acres Federation

Privacy notice for parents/carers

Under data protection law, individuals have the 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, Fair Acres Federation (Faldingworth Community Primary School and Normanby-by-Spital Primary School), are the 'data controller' for the purposes of data protection law.

Our data protection officer is Judy Carter. The DPO's role is to oversee and monitor the federation's data protection procedures and to ensure that they are compliant with the GDPR. The data protection officer can be contacted by email – enquiries@faldingworth.lincs.sch.uk or enquiries@normanby.lincs.sch.uk.

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents/carers to reflect the way we use data in this school.

The categories of personal data we process

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- 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 doctor's 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 phonics results and any other national curriculum assessment results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs (where we have consent requirements in place)
- Permissions (such as consents received for activities and trips, PG film use and use of photographs online)

We also may hold data about pupils that we have received from other organisations, including other schools, our school meal provider, our wrap around care provider, local authorities and the Department for Education.

Why we collect and use pupil information

We collect and use pupil information for the following purposes:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies or emergency contact details)
- To safeguard pupils
- To provide educational visits
- To administer admissions waiting lists
- To enable effective communication between school and parents

Normanby by Spital Primary School, Main St, Normanby-by-Spital, Market Rasen LN8 2HE
www.normanbyprimary.org.uk t: 01673 878216 e: enquiries@normanby.lincs.sch.uk

Faldingworth Community Primary School, Lincoln Rd, Faldingworth, Market Rasen LN8 3SF
www.faldingworth.lincs.sch.uk t: 01673 885366 e: enquiries@faldingworth.lincs.sch.uk



- To meet the statutory duties placed upon us for the Department for Education (dfe) data collections

Our legal basis for using this data

We only collect and use pupils' personal 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 pupils' personal data in situations where:

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

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

- Article 6 and Article 9 of the GDPR
- Education Act 2011
- The Education (Information about Individual Pupils (England) Regulations 2013

Collecting Pupil Information

We collect pupil information via our 'New Student Information form' when a new pupil joins our school. We ask parents/carers to check if the information we hold is correct at the start of each school year. If your child is joining one of our schools from a previous school, we will receive a Common Transfer File (CTF) from the 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 is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection whether providing the information being asked for is mandatory or optional.

Storing pupil data

Personal data relating to pupils of the schools within Fair Aces Federation and their families is stored in line with the Federation's GDPR Data Protection Policy.

We keep personal information about pupils while they are attending our school. We may also keep it beyond attendance at our school if this is necessary to comply with our legal obligations. Pupil data is held securely for the set amount of time shown on our retention schedule. Information on our current retention schedule is available upon request from the school office.

Who we share pupil information with

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share pupil information with:

- Schools that pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers (e.g., JB Sport (PE Provider), Cool Milk, Good Lookin Cookin, Lincolnshire Music Service)
- Financial organisations

- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisors and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

Department of Education (DfE)

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 DfE either directly or via our local authority for the purpose of these data collections, under: section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (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.

Parent/Carers and pupils' rights regarding personal data

The UK GDPR gives parents/carers and pupils certain rights about how their information is collected and used.

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parent/carers also have the right to make a subject access request with respect to any personal data the school holds about them. To make a request for your personal information, or be given access to your child's educational record, please contact our data Protection Officer – see 'Contact' below.

You also have the following rights:

- The right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- The right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- The right to ask us to delete your personal information – this is called 'right to erasure'
- The right to ask us to stop using your personal information – this is called 'right to restriction of processing'.
- The 'right to object to processing' of your information, in certain circumstances.
- Rights in relation to automate decision making and profiling.
- The right to withdraw consent at any time (where relevant).
- The right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- Right to erasure does not apply when the lawful basis for processing is legal obligation or public task
- Right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.

- Right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

Complaints

We take any complaints about our collection and use of personal data very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have other concerns about our data processing, please raise this with us in the first instance.

To make a complaint please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office at [raise a concern with ICO](#).

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

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 in June 2026.

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer via email; enquiries@faldingworth.lincs.sch.uk or enquiries@normanby.lincs.sch.uk

How Government uses your data

The pupil data that we lawfully share with the Department for Education (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, Pupil Progress measures).
- Supports 'longer term' research and monitoring of educational policy (for example how certain subjects 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 (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. See the guide for details:

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

Further information on what personal information the Department for Education (DfE) holds about you published in the privacy notices for early years foundation stage to key stage 3, and key stage 4 and 5 and adult education. These are available below:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>