

Privacy Notice (How we use pupil information)



Who we are

Bitterne Manor Primary School is the data controller for the personal information we collect about pupils.

The information we collect

We collect and process a range of information about pupils, including:

- Personal details – name, date of birth, address, contact details, unique pupil number
- Characteristics – ethnicity, language, eligibility for free school meals
- Safeguarding information – court orders, professional involvement
- Special educational needs and disabilities (SEND) – needs, support plans, education health care plans
- Medical information – GP details, allergies, medication, dietary needs
- Attendance – sessions attended, absences, previous schools
- Assessment and attainment – test results and progress data
- Behaviour – exclusions and support arrangements
- Media (with consent) – photographs, audio and video recordings
- Trip information – medical needs, dietary requirements, consent forms

This list is not exhaustive. A full list is available on request.

Why we use this information

We use pupil data to:

- Support teaching and learning
- Monitor and report on progress
- Provide pastoral care and safeguarding
- Keep pupils safe (e.g. medical needs, emergency contacts)
- Meet legal and statutory requirements
- Assess and improve our services

Our lawful basis for processing

Under UK GDPR, we rely on:

- Article 6(1)(e) – processing is necessary for the performance of a task in the public interest (providing education)
- Article 9(2)(g) – processing is necessary for reasons of substantial public interest (e.g. safeguarding and supporting pupils)

Where we use consent (e.g. photos, trips), this will be clearly requested and can be withdrawn at any time.

How we collect information

We collect data from:

- Admission and registration forms

- Previous schools (via Common Transfer File)
- Local authorities and the Department for Education (DfE)

Some information must be provided by law, while other information is optional. We will always make this clear.

How we store and retain data

We keep pupil data securely and only for as long as necessary.

Typical retention periods include:

- Pupil records – until the pupil reaches age 25
- Safeguarding records – in line with safeguarding requirements

Full details are available in our retention schedule:

https://www.southampton.gov.uk/images/rirs-version-9.004_tcm63-389236.pdf

Who we share information with

We may share pupil information with:

- Schools that pupils move to
- Southampton City Council (local authority)
- The Department for Education (DfE)
- NHS services (e.g. school nurse)
- Approved service providers (e.g. school systems and learning platforms)

We only share data where the law allows or requires us to do so.

Why we share information

We share data to:

- Meet our legal obligations
- Support education and pupil transitions
- Safeguard children
- Monitor performance and funding
- Work with partners to improve pupil wellbeing

Department for Education (DfE)

We are required to share data with the DfE for statutory collections such as the school census.

This data is stored in the National Pupil Database (NPD) and used for:

- School funding
- Policy development
- Research and statistics

The DfE may share data with approved organisations where the law permits.

More information:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Automated decision-making

We do not make decisions about pupils based solely on automated processing.

Your data protection rights

Under data protection law, you have the right to:

- Request access to your or your child's data
- Request correction of inaccurate data
- Request erasure (in certain circumstances)
- Restrict or object to processing
- Withdraw consent where applicable
- Lodge a complaint with the Information Commissioner's Office (ICO)

Contact us

If you have any questions or wish to exercise your rights, please contact:


Mrs K Niziolek

Bitterne Manor Primary School

Quayside Road

Southampton

SO18 1DP

 02380 227596

 admin@bitternemanor.net

Data Protection Officer (DPO)

Our Data Protection Officer can be contacted via the school office or at the email above.

Complaints

If you are unhappy with how we use your data, please contact us first.

You can also complain to the ICO:

<https://ico.org.uk/concerns/>

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