



Privacy Notice (how we use pupil information)

Why do we collect and use pupil information?

We collect and use pupil information under section 537A of the Education Act 1996 and section 83 of the Children Act 1989. We also comply with Article 6 (1)(c) and Article 9 (2) (b) of the UK General Data Protection Regulation (GDPR)

We use the pupil data:

- to support learning
- to monitor and report on pupil
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, family information and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information
- Special educational needs information
- Information relating to progress and attainment
- Parental information (such as name, email address, telephone number, NI number (where relevant))

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold information on pupils on both our computer system, local authority data base and paper while there is a need to, for example application forms, admissions, attendance, pupil roll. Data is retained in line with Data Protection Retention laws.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) and Local Authority on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (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 and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold.

Under the DUAA 2025, organisations are now required to carry out “**reasonable and proportionate**” **searches** when responding to Subject Access Requests. This means we must take appropriate and justifiable steps to locate your personal data, but we are no longer obliged to conduct exhaustive searches where doing so would be disproportionate to the importance of providing access. While your right to access your personal data remains unchanged, the DUAA clarifies that we must provide the information we are *able* to locate through such proportionate efforts, consistent with the updated wording inserted into UK GDPR Article 15(1A). In addition certain circumstances—such as when a request is particularly complex or involves a large volume of data—the time to respond may be extended, in line with existing UK GDPR provisions.

To make a request for your personal information, or be given access to your child’s educational record, contact admin@dorking.surrey.sch.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer: dpo@dpofoeducation.co.uk

Additional Compliance Updates:

Safeguarding & Behavioural Data: Includes court orders, professional involvement, exclusions, and alternative provision details.

Collection Method: Data collected via registration forms, secure transfer from previous schools, and statutory returns.

Retention & Security: Data retained according to the school's retention schedule and stored securely in compliance with GDPR.

Youth Support Services: For pupils aged 13+, data may be shared with youth support services under Section 507B Education Act 1996.

Withdrawal of Consent: If any data is processed on the basis of consent, you have the right to withdraw consent at any time.

Additional Sharing: May include NHS, school nurse, multi-academy trusts, and safeguarding partners where legally required.

Additional Links: DfE Personal Information Charter

(<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and privacy notices for KS stages.