



Privacy Notice (Pupils and Parents/Carers) The Grange Primary School

Who we are

The Grange Primary School is the data controller for the personal information we hold. We collect, use and are responsible for certain personal information about pupils and their families. When we do so we are regulated under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Address: Cornwall Road, Scunthorpe, DN16 3AW

Tel: 01724 843601

Email: admin.tgps@northlincs.gov.uk

Data Protection Officer (DPO): Mrs E Sands

Contact: admin.tgps@northlincs.gov.uk

The personal information we collect and use

We collect and use information including:

- **Basic details:** name, address, contact details, date of birth, language, nationality, country of birth, unique pupil number, free school meal eligibility.
- **Special category information:** ethnicity, SEN information, medical information.
- **Education records:** attendance, attainment and assessment results, teacher judgements, pastoral records.
- **Safeguarding information:** referrals, assessments, multi-agency involvement.
- **Other information:** behaviour, exclusions, photographs (with consent), information from support services.

We may also receive information from previous schools, the local authority (e.g. SEND, Early Help, Admissions, FSM), and the NHS/other professional agencies.

Why we use this information

We use pupil and family information to:

- Provide education and support pupil learning
- Monitor and report on progress
- Provide pastoral care and safeguarding
- Assess the quality of our services
- Meet statutory duties (e.g. census, attendance, safeguarding)
- Support admissions, managed moves and transitions
- Plan for future provision and improvement

Lawful bases for processing

We rely on the following lawful bases under UK GDPR:

- Public task (Art. 6(1)(e)) – delivering education, safeguarding, attendance, assessment duties.
- Legal obligation (Art. 6(1)(c)) – statutory data returns, safeguarding, equalities.
- Vital interests (Art. 6(1)(d)) – to protect health and safety.
- Consent (Art. 6(1)(a)) – optional uses like photos, apps.

For special category (sensitive) data we rely on:

- Substantial public interest (safeguarding, equality, Schedule 1 DPA 2018)
- Health and social care
- Vital interests
- Consent (optional photos, apps).

Who we share information with

We may share information with:

- Department for Education (DfE)
- North Lincolnshire Council
- NHS and health partners
- Police and safeguarding partners
- Other schools and colleges
- Local multi-agency panels (SEND, fair access)
- Approved service providers (apps, meals, photographers)

We only share what is necessary, under a legal basis or with consent where required.

The National Pupil Database (NPD)

We are legally required to share certain information with the DfE which is stored in the NPD. This is used for monitoring outcomes, research and policy development, and producing statistics. The DfE controls access and applies strict security checks. More details:

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

Retention – how long we keep information

We follow the IRMS Records Management Toolkit for Schools. Generally:

- Pupil records: until age 25
- Safeguarding records: longer, if required
- Other records (e.g. trips, consents): shorter period

After these periods, information is securely destroyed or archived.

Your rights

Under the UK GDPR you have the right to:

- Ask to see the information we hold (Subject Access Request)
- Ask us to correct mistakes
- Ask us to delete information (where lawful)
- Object to or restrict how we use your information (in some cases)
- Withdraw consent where this is the basis for use
- Complain to the Information Commissioner's Office (ICO)

ICO contact: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

www.ico.org.uk

Security

We keep information secure with appropriate technical and organisational measures, limit access to those who need to know, train staff, and act quickly in the event of a data breach.

Contact

To exercise your rights or ask questions, contact:

Mrs E Sands – Data Protection Officer

The Grange Primary School, Cornwall Road, Scunthorpe, DN16 3AW

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