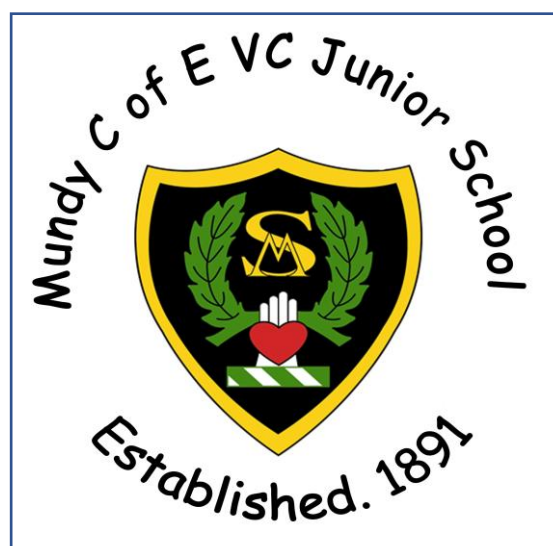


PRIVACY NOTICE

MUNDY C OF E JUNIOR SCHOOL

MARCH 2026



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Introduction

Personal information is classified as any information that can be used to identify an individual.

Mundy Junior School is the data controller of the personal information you provide to us. This means that the school determines how your personal data is processed and for what purposes. The processing of personal data is governed by the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This Privacy Notice provides a guide to children and their families to inform them of their rights under the UK GDPR and the Data Protection Act 2018.

This Privacy Notice is subject to change. Please see our website at www.mundy.org

Categories of information

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

1. Personal Identifiers and Contact Information

- Full name
- Date of birth
- Gender
- Unique Pupil Number (UPN)
- Address
- Year group and class
- Emergency contact details

2. Characteristics

- Ethnicity [SC]
- Nationality
- Country of birth
- Language spoken at home
- Religion (if collected) [SC]
- Free school meal eligibility
- Pupil premium eligibility

3. Educational Information

- School history (previous and intended schools)
- Teacher assessment results
- Statutory test results (EYFS, Phonics, KS1, KS2)
- Progress tracking data
- Standardised scores
- End-of-year reports
- SEN/EHCP plans, referrals and reports [SC]
- Attendance records (sessions attended, absences, lateness)
- Behaviour records (including exclusions)
- Pupil voice and surveys

4. Health, Welfare and Safeguarding

- Medical conditions [SC]
- Allergy and dietary requirements [SC]

- Name and contact details of GP/medical practice
- Pastoral notes or wellbeing concerns
- Safeguarding concerns and records [SC]
- Reports or involvement with external agencies (e.g., CAMHS, Social Services) [SC]
- Court orders or legal restrictions [SC]
- Child protection or child-in-need plans [SC]

5. Digital, Visual and Biometric Data

- CCTV footage (if the school operates CCTV)
- Photographs and video (for learning evidence, displays, website/social media, etc.)
- Online learning activity and system usage data (e.g., login logs)
- Biometrics (e.g., fingerprint for lunch or library systems) [SC]

6. Achievements and Enrichment

- Awards and certificates
- Records of extracurricular involvement
- Participation in school trips and events
- Consent forms for activities

Categories of Parent/Carer Information We Collect

We also collect the following personal data from parents, carers, and authorised contacts:

1. Contact and Relationship Information

- Full name
- Relationship to pupil
- Home address
- Email addresses
- Phone numbers

2. Financial and Communications

- Free school meals eligibility evidence [SC]
- Letters and emails sent to the school
- Payment records for meals, trips, or clubs (including account balances or arrears)

3. Engagement and Feedback

- Survey responses
- Consent records for media usage, trips, or other parental permissions

Notes on Special Category Data

Special Category data is more sensitive and requires extra protection under the UK GDPR. We have marked these with **[SC]** and only process them where necessary, using appropriate legal bases and safeguards.

Purpose for collection

Mundy Junior School has the legal authority to collect and process personal data relating to pupils and their families. We may also receive information from a pupil's previous school, the local authority (LA), or the Department for Education (DfE).

We are committed to ensuring that all personal data collected is processed lawfully, fairly, and transparently. Every instance of data collection and processing is carried out with a clear, specific purpose, in line with data protection legislation.

The purposes for which we collect and use personal data may include, but are not limited to:

- Supporting pupils' teaching and learning
- Monitoring and reporting on academic progress
- Providing appropriate pastoral and medical care
- Ensuring pupil welfare and safeguarding
- Assessing the quality of our educational provision
- Complying with legal and statutory obligations
- Managing school operations, including administration, communication, and finance
- Facilitating trips, events, and extracurricular activities
- Communicating with parents and carers

Lawful basis

Depending on the purpose of the data processing, we may rely on one or more of the following lawful bases under Article 6:

- **Public Task**

Most of the data we process is necessary to perform a task in the public interest or to carry out our official functions as a school. This includes delivering education, reporting to government bodies, and ensuring pupil welfare.

- **Legal Obligation**

We process certain types of data because we are required to do so by law. For example, submitting census data to the Department for Education or maintaining attendance records.

- **Vital Interests**

In rare but critical situations, we may process personal data to protect someone's life or physical safety. For example, sharing medical information with emergency services in a health emergency.

- **Consent**

For some specific uses of personal data (such as photographs for school marketing or certain optional services), we will ask for your clear and informed consent. You have the right to withdraw this consent at any time.

- **Contractual Necessity**

Where we have a contract with you (e.g., for paid services like school meals or trips), we may process personal data as required to fulfil that contract.

Special Category Data (Article 9 – UK GDPR)

Some of the data we collect is considered special category data under the UK GDPR. This includes data that reveals a person's racial or ethnic origin, religious beliefs, health information, or information about special educational needs (SEN).

Because this type of data is more sensitive, we apply extra safeguards and only process it under strict conditions permitted by law. These conditions include where processing is:

- Necessary for reasons of substantial public interest (such as safeguarding children),
- Required by employment, social security, or social protection law, or
- Based on your explicit consent (e.g., use of photographs where no other lawful basis applies).

We only collect special category data when it is necessary for the intended purpose and we ensure that such data is treated with the highest level of care and security.

How We Determine the Lawful Basis

Determining the appropriate Article 6 lawful basis and Article 9 Condition for each type of data processing is the responsibility of the school. This decision is based on:

- The purpose of the processing,
- The nature of the data involved, and
- Any relevant laws or regulations that apply in the UK.

Where consent is used as the lawful basis, we will ensure that this is freely given, specific, informed, and unambiguous, in line with data protection legislation.

Collecting pupil information

We obtain pupil information using software written specifically for the task and which has been certified as being secure. Parents are sent a log in and password to enable them to input data relating to their child e.g. contact, medical, ethnicity details etc. In addition, when a child joins us from another school, we are sent a secure file containing relevant 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

All confidential information is kept secure either on encrypted, password protected devices or paper copies kept on the school site. Once the deadline for retaining information has passed, data stored electronically is deleted and paper copies destroyed. For a more detailed description of our retention period we have a Retention Schedule available here [record-retention-2026.pdf](#)

Sharing pupil information

We routinely share pupil information with trusted organisations. This is always done in accordance with data protection laws and only where a lawful basis exists. We only share the minimum amount of data necessary and ensure all recipients have appropriate security measures in place. We may share data with:

- **Other educational settings**
 - Schools, academies, colleges, or alternative provision settings that a pupil is moving to or from.
Example: Heanor Gate Spencer Academy
 - *Reason:* To ensure educational continuity, share assessment data, and safeguard pupils during transition.
- **Local authority (LA)**
 - The local authority responsible for the pupil's education and welfare.
Example: Derbyshire County Council
Reason: For admissions, attendance monitoring, SEND support, safeguarding duties, and statutory returns.
- **Department for Education (DfE)**
 - The UK government department for education.
Reason: To meet legal reporting requirements (e.g., school census), support funding allocations, monitor outcomes, and contribute to the National Pupil Database.
- **Children's Social Care and safeguarding partners**
 - Children's services, Multi-Agency Safeguarding Hubs (MASH), and the police.
Reason: To protect pupils' safety and welfare in cases of suspected harm, neglect, or other safeguarding concerns.
- **External professionals**
 - Educational psychologists, therapists, school nurses, careers advisers, and other specialist support staff.
Example: Speech and Language
Reason: To assess and support a pupil's learning, health, and wellbeing needs.
- **Suppliers and service providers**
 - Organisations we contract with to support educational and administrative functions. Examples include:
 - Management Information Systems (MIS) – e.g. Arbor
 - Communication platforms – e.g., Weduc
 - Learning platforms – e.g., Google Workspace for Education
 - Microsoft 365, TT Rockstars
 - Payment systems – e.g., ParentPay
 - Catering services – e.g., Derbyshire County Council
 - IT support providers – e.g., Education Data Hub
 - *Reason:* To run the school efficiently, manage information securely, and deliver services.
- **Voluntary and community organisations**
 - Charities, youth groups, after-school clubs, and mentoring services.
Example: AVSSP
Reason: To offer pupils additional opportunities, enrichment activities, and targeted support.

Some of our service providers may process data outside the UK. In such cases, we ensure appropriate safeguards are in place, such as standard contractual clauses or adequacy decisions.

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 National Pupil Database (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 NPD, please visit:

<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 the 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
- 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:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Your Personal Data Rights

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, you have rights in relation to the personal data we hold about you and your child. These rights are designed to give you more control over how your information is used.

We take these rights seriously and will always act in accordance with the law when responding to any request you make. Your rights include:

Right of Access

You have the right to request a copy of the personal data we hold about you or your child. This is often referred to as making a Subject Access Request (SAR).

Right to Rectification

If you believe that any information we hold is inaccurate or incomplete, you have the right to ask us to correct or update it.

Right to Erasure (Right to be Forgotten)

In certain circumstances, you may request that we delete personal data we hold about you or your child. This right is not absolute and only applies where:

- The data is no longer needed for the purpose it was collected,
- You have withdrawn consent (where consent was the legal basis),
- The data has been unlawfully processed, or
- Erasure is required by law.

Right to Restrict Processing

You can ask us to limit how we use your personal data. This means we can still store it, but not use it further. This might apply if:

- You contest the accuracy of the data,

- You believe the processing is unlawful, or
- You object to the data being used.

Right to Data Portability

For data that you have provided to us directly and that we process using automated means with your consent or under contract, you have the right to request that the data be transferred to another organisation in a machine-readable format.

Right to Object

You have the right to object to the processing of your personal data where it is:

- Being used for direct marketing (we do not do this),
- Being processed under the lawful basis of public task or legitimate interests, and
- You believe there are compelling grounds to stop the processing.

Rights Related to Automated Decision-Making

You have the right not to be subject to decisions made solely by automated means (without human involvement) that could have a significant effect on you.

Right to Withdraw Consent

Where we rely on your consent to process data, you have the right to withdraw that consent at any time. This will not affect any processing already carried out based on your consent.

Making a Request

If you would like to exercise any of these rights, please contact the school in writing. You can contact the Headteacher or our Data Protection Officer using the details in the "Contact" section of this notice.

We will respond to your request within one calendar month, as required by law. In some cases, we may ask for additional information to confirm your identity before fulfilling your request.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Head Teacher: Miss Dorothy Adair

Telephone: 01773 713427

The School Data Protection Officer: GDPRIS Derbyshire County Council

Contact details of DPO: 01629 536095

[]

Report review and sign-off

<i>Item</i>	<i>Name/date</i>	<i>Notes</i>
<i>Report approved by:</i>	Relevant body depending on singles school / trust and Scheme of Delegation, e.g. Head teacher and Governing Body	Any specific comments to cover expectations / targets agreed by board
<i>Report date:</i>		
<i>Next report date</i>		
<i>DPO advice:</i>	DPO Name	Additional advice
<i>DPO advice accepted or overruled by:</i>	DPO advice Accepted /Overruled	<i>If overruled, there must be an explanation for reasons.</i>
<i>Head Teachers Name:</i>		<i>Signed:</i>
<i>Chair of Governors Name:</i>		<i>Signed:</i>

Comments: