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## **PRIVACY NOTICE (How we use pupil information)**

2025

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## Privacy Notice (How we use pupil information)

**Greenmount Primary School** is the Data Controller for personal information with respect to responsibility under Data protection legislation.

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

- Personal information (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 doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as national curriculum assessment results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

### Why we collect and use pupil information

We collect and use the pupil data for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

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

(a) Consent: the individual has given clear consent for the school to process their personal data for a specific purpose.

(b) Legal obligation: the processing is necessary for the school to comply with the law (not including contractual obligations).

(c) Vital interests: the processing is necessary to protect someone's life.

(d) Public task: the processing is necessary for the school to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

(e) Legitimate interests: the processing is necessary for the schools legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

## Collecting pupil information

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from 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 data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [www.greenmount.iow.sch.uk](http://www.greenmount.iow.sch.uk) to view our Records Management Policy.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nurse, NHS, CAMHS, Paediatricians,
- NHS health care and Childrens Services including speech therapy, physiotherapy, occupational therapy, educational psychologist (once consent was gained)
- Educational Psychologists
- Childrens Services, including the Safeguarding Children Partnership or other partnerships as required

## 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.

The Department for Education (DfE) collects personal data from educational settings and our local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013 and also Keeping Children Safe in Education 2025.

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.

## 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. To make a request for your personal information, or be given access to your child's educational record, contact the School Business Manager ([andy.creed\\_sbm@greenmount.iow.sch.uk](mailto:andy.creed_sbm@greenmount.iow.sch.uk)) in the first instance. You also have the right to raise concerns with the school's Data Protection Officer; the Assistant Director of Corporate Services at the Isle of Wight Council, [dpo@IOW.gov.uk](mailto:dpo@IOW.gov.uk).

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/>

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.

## **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the School Business Manager ([andy.creed\\_sbm@gattenlakepri.iow.sch.uk](mailto:andy.creed_sbm@gattenlakepri.iow.sch.uk))

## **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 August 2025.

## **Contact**

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

Andy Creed  
School Business Manager  
Greenmount Primary School  
St.Vincent's Road  
Ryde  
Isle of Wight  
PO33 3PT

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