

# Privacy Notice - How We Use Pupil Information

The Eden School



**Approved by:**

The Board of  
Governors

**Date:** 31<sup>st</sup> of August 2024

**Last reviewed on:**

1<sup>st</sup> September 2024

**Next review due by:**

1<sup>st</sup> August 2025

This privacy notice outlines how *The Eden School* collects, uses, and shares information about pupils.

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### **Why Do We Collect and Use Pupil Information?**

We collect and use pupil information under Article 6(1)(e) of the General Data Protection Regulation (GDPR), as it is necessary to process such information to provide education and carry out tasks in the public interest.

We use pupil data to:

- Support pupil learning.
  - Monitor and report on pupil progress.
  - Provide appropriate pastoral care.
  - Comply with statutory obligations for data sharing.
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### **Categories of Pupil Information We Collect, Hold, and Share**

- **Personal Information:** Name, unique pupil number, date of birth, and address.
  - **Characteristics:** Ethnicity, language, nationality, country of birth, free school meal eligibility, medical information, and special educational needs (SEN).
  - **Attendance Information:** Number of absences and reasons for absences.
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### **Collecting Pupil Information**

Most pupil information you provide to us is mandatory, but some is provided voluntarily. We will inform you whether specific data provision is required or optional in compliance with GDPR.

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### **Storing Pupil Data**

Pupil data is retained for as long as required by law or until the pupil leaves *The Eden School*.

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### **Who Do We Share Pupil Information With?**

We routinely share pupil information with:

- Schools that pupils transfer to after leaving us.
  - Local authorities.
  - The Department for Education (DfE).
  - Healthcare professionals, such as school nurses or therapists, where required.
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### **Why We Share Pupil Information**

We do not share pupil information without consent unless permitted by law or policy. For instance:

- We are required to share information with the DfE to support funding, educational policy, and attainment monitoring under the Education (Information about Individual Pupils) (England) Regulations 2013.

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### **Data Collection Requirements**

To learn more about the DfE's data collection requirements, visit:

[Data Collection and Censuses for Schools](#)

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### **National Pupil Database (NPD)**

The NPD is owned by the DfE and contains data about pupils in schools across England.

This data supports research and policy development.

For details about pupil information shared with the DfE and the NPD, visit:

- National Pupil Database User Guide
- [How the DfE Collects and Shares Research Data](#)

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### **Requesting Access to Your Personal Data**

Under data protection legislation, parents and pupils have the right to:

- Request access to the information we hold about them.
- Object to data processing that may cause harm or distress.
- Prevent processing for direct marketing purposes.
- Have inaccurate data corrected or erased.
- Seek compensation for damages caused by a breach of data protection laws.

For access requests, contact us at:

- Email: [admin@theedenschool.com](mailto:admin@theedenschool.com)
- Phone: [Insert Contact Number]

If concerns about data usage arise, you can escalate them to the Information Commissioner's Office (ICO): [ICO Concerns](#)

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### **Contact Us**

For further inquiries or concerns about this privacy notice, please contact:

Ajaykumar Morrar

The Data Protection Officer

Email: [dpo@theedenschool.com](mailto:dpo@theedenschool.com)

Phone: 020 3627 5556