Bushfield Road Infant School: Privacy notice

Next review: November 2027
Data controller: North Lincolnshire Council
Data Protection Officer (DPO): North Lincolnshire Council

This notice explains how we collect, use, store and share personal information about pupils, parents and carers, staff and other people connected with the school. It also explains the rights people have over their information and how to raise a concern.

We aim to explain this clearly to pupils as well as adults. A child-friendly version or explanation should be made available to pupils in age-appropriate language.

Who this notice covers

This notice applies to personal information about:

- current, former and prospective pupils;
- parents, carers and other family members or contacts;
- school staff, job applicants and former staff;
- governors and people serving in other governance roles;
- volunteers, visitors, contractors and suppliers;
- people who contact the school, including those making a complaint or enquiry.

What information we may collect

The information we hold depends on your relationship with the school. It may include:

- names, addresses, contact details, dates of birth and identifiers;
- family and emergency contact details, and information about parental responsibility;
- attendance, admissions, transfer, progress, assessment and attainment information;
- information about behaviour, participation, school activities and educational visits;
- safeguarding and child-protection information;

- special educational needs and disability information, and relevant health, medical or accessibility information;
- photographs, video, where used;
- for staff and job applicants: recruitment, employment, qualifications, pay, pension, absence, performance and training information;
- for governors, volunteers and contractors: contact, role, suitability and vetting information, where relevant;
- information you provide when contacting the school, including correspondence and complaints;
- technical information from school systems, such as account and access records.

Some information, such as health, disability, safeguarding and certain equality information, is more sensitive and receives additional protection.

Why we use personal information

We use information to:

- provide education, support pupils' learning and monitor progress;
- manage admissions, attendance, school records and transitions to other settings;
- keep pupils safe, meet safeguarding responsibilities and support welfare;
- identify and meet pupils' additional needs, including SEND and medical needs;
- communicate with families and respond to questions or concerns;
- manage staff employment, recruitment, training and workplace safety;
- organise school activities, trips, clubs and events;
- meet legal and regulatory duties, including statutory education data returns;
- manage school operations, finances, security, complaints and governance;
- evaluate and improve the education and services we provide.

We will only use personal information where we have a lawful basis to do so. Depending on the purpose, this may be because processing is necessary to meet a legal obligation, perform a public task, protect someone's vital interests, or for another lawful reason. In some cases, we may rely on consent—for example, for a particular optional activity or use of an image. **Consent is not the basis for all school processing**, and you may withdraw consent where we rely on it.

The school or its DPO should confirm the lawful basis for each specific use of information before this notice is published.

Who we share information with

We share information only where it is lawful and necessary. Depending on the circumstances, this may include:

- Lincolnshire County Council and relevant local authority services;

- the Department for Education (DfE), including information required through statutory data collections;
- other schools or education providers, for example when a pupil transfers;
- health, social care and safeguarding services, where needed to support or protect a pupil;
- education, assessment and examination bodies, where relevant;
- organisations providing services to the school, such as IT, school management, communication or payment systems;
- the police or other public authorities where required or permitted by law;
- regulators and inspection bodies, including Ofsted, where relevant.

We require organisations that process information on our behalf to protect it and use it only in accordance with our instructions. Information may also be shared without consent where the law permits or requires it, including where sharing is necessary to safeguard a child.

Information shared with the Department for Education

The school provides certain pupil, workforce and school information to the DfE through statutory data collections. The DfE uses information for purposes including education funding, policy, research and school accountability. The information the school shares and the DfE's uses are explained in DfE privacy notices.

How long we keep information

We keep personal information only for as long as needed for the purpose for which it was collected, and in line with the relevant retention schedule and legal requirements. Retention periods differ between types of record—for example, pupil records, safeguarding records and employment records may have different requirements.

We follow the local authority's schedule. The school's DPO should confirm that the schedule is current and covers the information described in this notice.

How we protect information

We use appropriate organisational and technical measures to protect personal information against loss, misuse, unauthorised access or disclosure. Access is limited to people who need the information to carry out their role. Staff are expected to handle personal information securely and report concerns or incidents through the school's procedures.

Your data protection rights

Depending on the circumstances, you may have the right to:

- be informed about how your information is used;

- ask for a copy of your personal information;
- ask us to correct inaccurate or incomplete information;
- ask us to erase information or restrict how it is used;
- object to certain uses of your information;
- ask for information to be transferred to another organisation, where the right applies;
- withdraw consent, where we rely on consent.

These rights are not absolute and may be limited where the school has a legal duty to keep or use information—for example, for safeguarding or education purposes. Children have data protection rights too. Requests about a child's information will be considered in light of the child's rights, age and understanding, as well as any relevant legal responsibilities.

To exercise a right, contact the school or the DPO using the details at the top of this notice. We may need to verify your identity before responding.

Questions or complaints

If you have a question or concern about how the school uses personal information, contact the school or the DPO in the first instance.

You can also complain to the Information Commissioner's Office (ICO), the UK's data protection regulator, if you remain concerned. The ICO's contact details and guidance on making a complaint are available on its website.

Changes to this notice

We review this notice at least annually and when there is a significant change to the way we use personal information. We will make the current version available on the school website and tell affected people about significant changes.

Making this information available

Publish the full notice on the school website and provide it to families and staff when they join the school, and when relevant information or uses change. Make it accessible on request and ensure pupils receive an age-appropriate explanation. DfE guidance recommends that privacy information is readily available to pupils and staff, including through induction materials and school communication channels. (gov.uk)

Before publishing: this is a working draft, not a verified account of Bushfield Road Infant School's actual data processing. Please ask your DPO and the relevant data controller to check the controller identity, lawful bases, data sharing, retention periods, systems and contact details. DfE's model privacy notices were updated for the 2026–27 academic year. (gov.uk)

Sources

- *Privacy notice model documents for schools and local authorities* — Department for Education.
- *Data protection in schools* — Department for Education. (gov.uk)