

Luddenham School

Privacy Notice for Pupils 2025/2026



EVERY CHILD CAN ACHIEVE

Privacy Notice for Pupils

Under Data Protection Law, individuals have a right to be informed about how the School uses any personal data that we hold about them. We comply with this right by providing 'Privacy Notices' (sometimes called 'Fair Processing Notices') to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about pupils.

We, Luddenham School, are the 'Data Controller' for the purposes of Data Protection Law.

- Our Data Protection Officer is **Satswana Ltd**
- Email: **info@satswana.com**
- DPO contact telephone number: **01252 516898**

Personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Name
- Contact details, contact preferences, date of birth, identification documents
- Parental, sibling and extended family and emergency contact details
- Children who are adopted from care, looked after children, under special guardianship
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, language, eligibility for free school meals, Pupil Premium or special educational needs
- Suspension and Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs of your child
- Carefully chosen and vetted educational apps
- CCTV images

We may also hold data about pupils that we have received from other organisations, including other schools, Local Authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning

- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Health and Safety measures

In order to meet statutory requirements around appropriate education provision and to fulfil safeguarding requirements, we share information about school history and the latest known pupil and parent address and contact details in the event of a Child Missing in Education, or becoming Electively Home Educated. This information also supports the in-year admissions process.

Our legal basis for using this data

Under the [UK General Data Protection Regulation \(UK GDPR\)](#) we only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

Children's records are stored securely in paper files and on the school's secure server.

We keep personal information about pupils while they are attending our School. We may also keep it beyond their attendance at our School if this is necessary in order to comply with our legal obligations.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with the United Kingdom General Data Protection Regulation, otherwise known as the UK GDPR) we may share personal information about pupils with:

- Our Local Authority (e.g. admissions)
- The Department for Education (e.g. attainment)
- The pupil's family and representatives (e.g. attendance)
- Educators and examining bodies (e.g. SATS test papers)
- Our regulators Ofsted, DFE and the ESFA (e.g. pupil data, school census)
- Suppliers and service providers (e.g. sports coaches)
- Central and Local Government (e.g. attainment)
- Health Authorities (e.g. immunisations, emergency services)
- Health and Social Welfare organisations (e.g. social services)
- Professional advisers, bodies and consultants (e.g. Educational psychologist)
- Police forces, Courts, Tribunals (in relation to safeguarding)
- Collaborating Schools for moderating purposes
- The Schools Payment / booking / communication system
- Educational / curricular service providers
- Catering – the Schools Kitchen – Nourish / Parent Pay
- Inentry – Sign in and out system
- Primary Site – Email / Messaging
- Child Protection Online Monitoring System CPOMS – Safeguarding
- Carefully chosen and vetted educational apps

Department of Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and 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: regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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.

Parents and pupils' rights regarding 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 Headteacher – headteacher@luddenham.kent.sch.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 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 Luddenham School Office – contact details: office@luddenham.ketn.sch.uk

If you would like to make a request, please apply in writing, citing your reasons to the Headteacher headteacher@luddenham.kent.sch.uk

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the school in the first instance.

To make a complaint, please contact our Headteacher: headteacher@luddenham.kent.sch.uk

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Headteacher in the first instance.

- Mrs Harwood – School Business Manager - finance@luddenham.kent.sch.uk
- Mrs Vincett - Headteacher headteacher@luddenham.kent.sch.uk
- DPO name – Email address: info@satswana.com