

Privacy Notice

Updated June 2026

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

- Personal information – e.g. name, pupil date of birth and address
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as phonics results, post 16 courses enrolled for and any relevant results)
- Medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Safeguarding information (such as court orders and professional involvement)
- CiN and CP information
- Crime Youth Prevention orders
- Post 16 learning information
- Grant Applications
- Youth support services
- careers advisers
- Images of students engaging in school activities, and images captured by the school CCTV system
- post-16 education and training providers
- Special educational needs (including the needs and ranking)
- Behaviour information (such as exclusions and any relevant alternative provision put in place)

Why we collect and use this information

We collect the personal data of pupils and their families and use it for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To protect pupil welfare and carry out safeguarding activities
- To assist with Careers Education Guidance
- To keep children safe (food allergies or emergency contact details)
- To meet the statutory duties placed upon us for the Department of Education (DfE) data collections
- Security purposes, including CCTV; and where otherwise reasonably necessary for school purposes including to obtain appropriate professional advice and insurance

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

We collect and process information about children in our care and children to whom we provide services under:

- Article 6 and Article 9 of the GDPR
 - Article 6(1)(e) – the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
 - Article 9(2)(g) – the processing is necessary for reasons of substantial public interest.
- Education Act 1996
- Regulation 4 of the Education (Information About Individual Pupils) (England) Regulations 2013

In addition, concerning any special category data:

- Article 9 of the GDPR

Collecting pupil information

We collect pupil information via registration forms through out the school year, Common Transfer File(CTF) or secure file transfer from previous school (CPOMS)

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 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

We hold pupil data until the subject reaches 25 years of age.

We hold pupil data securely for the set amount of time shown in our data retention schedule.

Who we share pupil information with

We routinely share pupil information with:

- Mainstream schools who refer the pupil to Greenwood, or managed moves
- Schools that the pupil's attend after leaving Greenwood
- Parents & carers
- External agencies, such as: Police, YOT, Simon Says, Catch 22, Alternative Provision, offsite visits and trips
- Service providers under contract to the school, such as Tute
- Our local authority
- The Department for Education (DfE)
- NHS and School Nurse
- Examination Boards

Why we regularly 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.

We share information with feeder schools when pupils are dual rolled.

This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Youth support services

Pupils aged 16+ [For use by educational settings with students aged 16+:]

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

Data is securely transferred to the youth support service via Hampshire Futures.

For more information about services for young people, please visit our local authority website.

Department for Education (DfE)

The department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

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 regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data 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.

For privacy information on the data the Department for Education collects and uses, please see : <https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

and

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

Requesting access to your personal data

The UK GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact the Headteacher or Data Protection Officer at Greenwood School.

You also have the right to:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations
- 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 where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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 Data Protection Officer at Greenwood School.

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 on June 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact the Headteacher or the Data Protection Officer at Greenwood School, Tel: 02380 423827 or adminoffice@greenwood.hants.sch.uk

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The 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.

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The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

See the guide for details:

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

Further information on what personal information the Department for Education (DfE) holds about you published in the privacy notices for early years foundation stage to key stage 3, and key stage 4 and 5 and adult education. These are available below:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

Declaration

I, _____, declare that I understand:

- Greenwood School has a legal and legitimate interest to collect and process my child's personal data in order to meet statutory requirements.
- How my child's data is used.
- Greenwood School may share my data with the DfE, and subsequently the LA.
- Greenwood School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Greenwood School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Parent/Carer Signature:

Date:

Name of child:

Relationship to child:

Please return page 9 to the school office and retain pages 1-8 for your reference.

Should you have any questions please do not hesitate to contact the Headteacher or Data Protection Officer at Greenwood School, on:

Tel: 02380 423827

Email: adminoffice@greenwood.hants.sch.uk