

Privacy Notice for pupils – How we use pupil information

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils at our school**.

We, Fortismere School, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Ms Sam Murray (see 'Contact us' below).

The categories of pupil information that we process include:

- personal identifiers and contacts (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 of medicines information (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 information (such as assessment, test and exam results)
- behavioural information (such as suspensions, exclusions and alternative provision)
- biometric data to use the canteen payment system
- information about how you use school IT and computer systems
- photographs for school use
- CCTV images captured on the school site
- Post-16 learning information
- Bank account information (for sixth form students receiving bursaries only)

We may also hold data that we have received from other organisations, including other schools, local authorities or statutory agencies.

Why we collect and use pupil information

We collect and use pupil information under the General Data Protection Regulations (GDPR) and UK law, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment, progress and wellbeing
- c) to provide appropriate pastoral care and careers and work related learning guidance
- d) to provide school services such as the library system
- e) to safeguard and keep pupils safe
- f) to make sure our IT and school systems are used appropriately, legally and safely

- g) to assess the quality of our services and to forecast and plan
- h) to carry out educational research
- i) to comply with the law on data sharing and to meet the statutory duties placed upon us for Department for Education (DfE) data collections

The legal reasons for collecting and using pupil information

We only collect and use personal information about pupils for the purposes for which we collected it and where the law allows us to. Most often, we use it where we need to:

- comply with the law
- carry out a task in the public interest (for Fortismere this is to provide pupils with education)

Sometimes, we may also use personal information about pupils where:

- pupils or their parents/carers have given consent for us to use it in a certain way. Where consent has been given this can be taken back by contacting us at any time (*See Contact us*)
- we need to protect the pupil's vital interests (or someone else's interests)

When information is special category information we may rely on processing being in the substantial public interest in addition to consent or protecting an individual's vital interests.

Use of pupil data in automated decision-making and profiling

We do not put pupil's personal data through any automated decision-making or profiling process. This means we don't make decisions using only computers, without any human involvement.

Collecting pupil information

We collect pupil information via different sources including application and registration forms and online application systems, secure file transfer from other schools or education providers, from statutory bodies and agencies and direct from parents/carers and pupils.

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.

Information for which we need your consent includes: biometric data for the cashless catering system and the use of pupil images in school publications or on the school website.

Where we are using pupil's personal information only on the basis of consent you may ask us to stop processing this personal information at any time.

Storing pupil data

We hold pupil data securely on computer systems and sometimes on paper, in line with our General Data Protection policy.

Who we share pupil information with

We routinely share pupil information with:

- Schools/educational institutions that pupils attend after leaving us
- Local authorities
- Youth support services (pupils aged 13+)
- The Department for Education (DfE) and other government departments or agencies
- Police, courts and tribunals
- NHS and Health authorities
- Exam Boards and Ofsted
- Survey and research organisations
- Suppliers and service providers

We also share pupil information with third party organisations who we have contracted to provide services to us. Information is only shared where it is essential in order for the services to be provided.

We currently share pupil information with third party organisations for the following purposes:

- to provide core school business services
- to run core IT and school systems
- to support teaching and learning through curriculum related products

Why we regularly share pupil information

The school does not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Youth support services

Pupils aged 13+

Once pupils reach the age of 13, we also pass pupil information to 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:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the pupil once they reach the age 16.

Pupils 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

For more information about services for young people, please visit the Haringey website www.haringey.gov.uk

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 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 537A of the Education Act 1996
- Education Act 1996 s29(3)
- Education (School Performance Information)(England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- Education (Pupil Registration) (England) (Amendment) Regulations 2013
- 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.

To find out more about the data collection requirements placed on us by the DfE see:

www.gov.uk/education/data-collection-and-censuses-for-schools

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under relevant legislation including the Schools Admission Code, and conducting Fair Access Panels.

Educational Research Institutions

We may share data with research institutions carrying out educational research.

Requesting access to personal data about pupils

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 Data Protection Officer, Ms Sam Murray smurray@fortismere.org.uk

You also have the following rights:

- 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.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting our Data Protection Officer, Ms Sam Murray smurray@fortismere.org.uk

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 at any time by contacting the Data Protection Officer, smurray@fortismere.org.uk

If you have a concern about the way we are collecting or using personal data about pupils, you should raise your concern with us in the first instance by contacting the Data Protection Officer. You can also find information the Information Commissioner's Office at [raise a concern with ICO](#)

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 May 2026***

Contact Us

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, Ms Sam Murray smurray@fortismere.org.uk

Appendix 1: How Government uses your data

The pupil data that we lawfully share with the Department for Education (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 (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

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-mpd-privacy-notice/national-pupil-database-mpd-privacy-notice>

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:

- schools and 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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/dfе-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. 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>