Ruislip Gardens Primary School

Pupils & Parents
Privacy Notice

Schools HR Policy	**Yes**	**No ✓**
Author	**Chorus Advisers / Rachel Nash**	
Date of last review	**September 2026**	
Previous review	**November 2025**	
Date of next review	**November 2027**	
Reviewed by	**FGB**	
This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate.		

Privacy Notice
How we use pupil information

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. In this notice, 'data protection law' means the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025.

This privacy notice explains how we collect, store and use personal data about pupils. We, Ruislip Gardens Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is John Moorhouse, Chorus Business Advisers Ltd**,** 22-24 Elm Road, Leigh on Sea SS9 1SN

The personal data we hold

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

- Personal information such as contact details, contact preferences, date of birth, identification documents, unique pupil number
- Results of internal assessments
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Behavioural information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

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 collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

a) to support pupil learning
b) to monitor and report on pupil attainment progress
c) to provide appropriate pastoral care
d) to protect pupil welfare
e) to assess the quality of our services
f) to keep children safe (food allergies, or emergency contact details)
g) to meet the statutory duties placed upon us by the Department for Education
h) to administer admissions waiting lists
i) to carry out research
j) to comply with the law regarding data sharing

Our legal basis for using this data

We 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 (for example, our duty to share information to safeguard children under section 16LA of the Children Act 2004)
- We need it to perform an official task in the public interest

We may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way, for example a photograph of a child on our website, or the use of a name in a newspaper article.
- 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.
In limited circumstances, where we are not carrying out our official tasks as a school, we may rely on a 'recognised legitimate interest' under data protection law, such as safeguarding children and vulnerable individuals, responding to an emergency, or preventing or detecting crime.

Our basis for using special category data

Some of the information we hold about pupils is 'special category' data, such as information about health, ethnic background, religion or biometric data, or relates to criminal offences. We only collect and use this information where we have a lawful basis set out above and one of the conditions in Article 9 of the UK GDPR and Schedule 1 to the Data Protection Act 2018 also applies. These include where:

- we need to process it for reasons of substantial public interest set out in law, including statutory and government purposes, equality of opportunity and treatment, and safeguarding children and individuals at risk
- we need to protect an individual's vital interests in an emergency
- it is needed for health or social care purposes, or for the establishment, exercise or defence of legal claims
- you have given explicit consent

Where we rely on a substantial public interest condition, we have an 'appropriate policy document' that explains how we protect this information.

Collecting pupil information

We collect pupil information via questionnaires/forms sent to parents/carers.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the 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 and we will tell you what you need to do if you do not want to share this information with us.

Storing pupil data

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.

These records may be paper or electronic. Our Retention of Records Policy (currently under review) sets out how long we keep information about pupils. For a copy of this policy please go to our website www.ruislipgardensschool.co.uk alternatively, please ask for a hard copy at our Reception.
Some of our suppliers, such as providers of cloud-based software, may store or access personal data outside the UK. Where this happens, we make sure the transfer meets the requirements of UK data protection law, for example because the UK Government has approved the country concerned or because appropriate contractual safeguards are in place.

Who we share pupil information with

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 data protection law) we may share personal information about pupils with:

- Our local authority – London Borough of Hillingdon
- The Department for Education
- The pupil's family and representatives
- Our regulator e.g. Ofsted
- The schools that pupils attend after leaving us
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies
- Our caterers e.g. medical or dietary needs
- Other organisations with safeguarding responsibilities, such as children's social care, the police, NHS bodies and other schools and early years settings, under the safeguarding information sharing duty (see below)

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and the DfE, Local Authority and our policies allow us to do so.

Department for Education

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

All data is transferred securely and held by 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.

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

- the Schools Admission Code, including conducting Fair Access Panels.
- our safeguarding and child protection duties, including referrals to children's social care
- school attendance and identifying children missing education
- special educational needs and disabilities, including Education, Health and Care Plans

Safeguarding information sharing duty

From 30 September 2026, section 16LA of the Children Act 2004 (inserted by the Children's Wellbeing and Schools Act 2026) places a legal duty on schools and other organisations with safeguarding responsibilities to share information that is relevant to safeguarding or promoting the welfare of a child. These organisations include the local authority, the police, NHS bodies, other schools and colleges, and early years settings.

This means we may share information about a pupil, and about people connected to them such as parents, carers or siblings, where it is relevant to the child's safety or welfare. This includes early concerns as well as more serious ones. We will only share what is necessary and proportionate, and we will do so securely in line with Keeping Children Safe in Education, the Department for Education's statutory guidance on the information sharing duty and the local Hillingdon safeguarding partnership arrangements.

We do not need consent to share information under this duty. Where it is safe to do so, we will usually tell you what we are sharing, with whom and why. We may not tell you in advance where this could put a child at risk of harm or prejudice an investigation.

Requesting access to your personal data

Under data protection law, 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 school at head@ruislipgardensschool.co.uk

We will respond to your request within one month. If your request is complex, or you make several requests, we may extend this by up to two further months and will tell you why. If we need more information to confirm your identity or to understand what you are asking for, the time limit is paused until we receive it. We will carry out reasonable and proportionate searches for the information you have asked for.

Depending on the lawful basis above, you may also have the right to:

- object to the processing of your personal data in certain circumstances
- prevent processing for the purpose of direct marketing
- not be subject to decisions based solely on automated processing that have a legal or similarly significant effect on you, and to challenge any such decision and ask for human involvement
- have inaccurate or incomplete personal data corrected, and in certain circumstances have it erased or its use restricted
- in certain circumstances, receive your personal data in a portable format (data portability); and
- make a complaint to us and to the Information Commissioner's Office (ICO), and seek compensation through the courts

If you have a concern about the way we are collecting or using your personal data, please raise it with us first using the process set out in 'Making a data protection complaint' below.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent

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 Headteacher at head@ruislipgardensschool.co.uk

Making a data protection complaint

Under section 164A of the Data Protection Act 2018 (added by the Data (Use and Access) Act 2025 and in force from 19 June 2026), you have the right to complain to us if you think we have not handled your, or your child's, personal data in line with data protection law. You can make a complaint:

- by email to the Headteacher at head@ruislipgardensschool.co.uk
- in writing, or in person, at the school office

When we receive a data protection complaint, we will:

- acknowledge it within 30 days of receiving it
- take appropriate steps to look into it without undue delay, which may include asking you for more information
- keep you informed of progress; and
- tell you the outcome

Data protection complaints are handled in line with our Data Protection Policy and Complaints Policy, which are available on our website or from the school office. If you are not satisfied with our response, you can complain to the Information Commissioner's Office (ICO). The ICO will usually expect you to have raised your complaint with us first. You can contact the ICO at https://ico.org.uk/make-a-complaint/, by telephone on 0303 123 1113, or by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Automated decision-making and artificial intelligence (AI)

We do not make decisions about pupils based solely on automated processing (without meaningful human involvement) that have a legal or similarly significant effect on them. Where we use technology, including AI tools, to support teaching, learning or administration, we follow Department for Education guidance, we assess the data protection risks first, and we only enter pupils' personal data into tools that the school has checked and approved for that purpose.

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 in September 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact: Rachel Nash, Business Manager, rnash@ruislipgardensschool.co.uk or John Moorhouse, DPO, Chorus Business Advisers Ltd, dpo@chorusadvisers.co.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.
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

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

To contact DfE: https://www.gov.uk/contact-dfe

How our school website uses your data:

About cookies

A cookie is a small file of letters and numbers stored on your browser or the hard drive of your computer, to distinguish you from other users of the Site.

We use cookies to collect technical data, and to ensure that our Site functions as intended. In particular, we use the following cookies:

(a) Strictly necessary cookies. These are cookies that are required for the operation of the Site, such as cookies that enable you to log into secure areas;

(b) Analytical/performance cookies. They allow us to collect usage data to analyse the use of our Site. In

particular we use Google Analytics to analyse the use of the Site. For further information see Google's Privacy Policy, available at https://www.google.com/policies/privacy];

(c) Functionality cookies. These recognise users to enable us to remember user preferences (for example, your choice of language or region);

Changes made to the Privacy and Electronic Communications Regulations by the Data (Use and Access) Act 2025 mean that some cookies, such as those used only to collect statistics to improve our website, can be set without your consent, provided we give you clear information and a simple way to object. Where consent is required, we will ask for it before setting non-essential cookies.

You can change your browser settings to refuse and delete cookies. Further information is available at www.aboutcookies.org or at the support pages made available by your browser operator. If you disable or refuse cookies, please note that some parts of the Site may not function.

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https://www.greenhouseschoolwebsites.co.uk/faqs/viewfaq.asp?FAQID=3097