Federation of Liphook Infant School and Liphook C of E Junior School

Privacy Notice – Parents/Carers and Pupils

Purpose

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.

Scope

This privacy notice explains how we collect, store and use personal data about **Parents/Carers and Pupils**.

We, The Federation of Liphook Infant School and Liphook C of E Junior School **(referred to in the notice as 'we, 'us' or 'our')**, are the 'data controller' for the purposes of data protection law.

We have data protection officers at both Liphook Infant School and at Liphook C of E Junior School, who can be contacted in the event of a data protection enquiry.

The categories of personal information that we process

- 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)
- details of any support received, including care packages, plans and support providers
- medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as Early Years, Key Stage 1 and phonics check results, and any other relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- pupil and curricular records
- images (such as in photographs or videos)
- bank account details, if provided as a form of identification when registering your child with either school or applying for a DBS check
- consent provided, such as for photographs and trip participation
- Disclosure and Barring (DBS) information, if volunteering to support in either school
- National Insurance number and date of birth, to check for Pupil Premium eligibility

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Whether the pupil is eligible for free school meals (Pupil Premium) or has been eligible in the past six years, Forces Pupil Premium due to either parent being in the armed forces in the previous four years, or 'looked after' or 'previously looked after' Pupil Premium for children that are in Local Authority care or who have been adopted or left Local Authority care

- Religion
- Any support provided by service such as Parent Support Advisors, Family Support Service or Children's Services
- Wellbeing and/or safeguarding incidents or concerns

We may also hold data about you that we have received from other organisations. These may include, but not be limited to, other schools, local authorities, the Police service, social and children's services.

This list is not exhaustive, to access the current list of categories of information we process please contact the Data Protection Officer (DPO) at either school:

Liphook Infant School: dpo@liphook-inf.hants.sch.uk
Liphook Junior School: dpo@liphook-jun.hants.sch.uk

Why we collect and use governance information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements. We collect and use governance information, for the following purposes:

a. to support pupil learning
b. to monitor and report on pupil progress
c. to provide appropriate pastoral care
d. to assess the quality of our services
e. to keep children safe (food allergies, or emergency contact details)
f. to meet the statutory duties placed upon us for DfE data collections
g. to administer admissions waiting lists
h. to enable you to pay for and attend school activities such as trips and parents' evenings
i. to assess the quality of our services
j. to carry out research
k. to promote the school
l. to provide approved and relevant information that we believe may be of interest and which will enhance your child's range of experiences.

Under the UK General Data Protection Regulation (UK GDPR) Article 6, the lawful bases we rely on for processing personal information are:

- for the purposes of (a), (b), (c), (d), (g), & (i) in accordance with the legal basis of **Public task**: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of **Vital interests**: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of **Legal obligation**: data collected for the Department for Education (DfE) census information
  - Section 537A of the Education Act 1996
  - the Education Act 1996 s29(3)
  - the Education (School Performance Information)(England) Regulations 2007
  - regulations 5 and 8 School Information (England) Regulations 2008
  - the Education (Pupil Registration) (England) (Amendment) Regulations 2013
- For the purposes of (h), (j), (k) & (l) in accordance with the legal basis of **Legitimate interests**: collecting the data enables us to improve and enhance the services that we offer as well as sharing this information with a wider audience

In addition, concerning any special category data, as set out in UK GDPR Article 9, the conditions we rely on for processing are:

- In the case of ethnicity information, free school meal status, pupil premium eligibility, post looked after status and voluntary engagement with support services provided by the Local Authority: **condition a**: *the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject*.
- In the case of interactions with Children's Services, the collection and recording of safeguarding data, and details regarding special educational needs: **condition c**: *Legal obligation: the processing is necessary for us to comply with the law (not including contractual obligations)*
    - Section 175(2) of the Education Act 2002
    - Part 3 of the Children and Families Act (2014)
    - Part 3 of the Special Educational Needs and Disability Regulations (2014)

Collecting personal information

We collect pupil information via registration forms completed at the start of the school year or via Common Transfer File (CTF) or secure file transfer from a child's previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it provided to us 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.

Storing personal data

We hold personal data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the DPO at the relevant school.

We keep personal information on computer systems and on paper. All data is secured on password protected cloud-based IT systems or physically lockable storage facilities within the school.
When the child leaves our school, their records will then be transferred to the new school. If the school is outside of Hampshire, the records will be retained in accordance with the retention schedule applicable to that school.

There are strict controls on who can see personal information. We will not share data if we have been advised that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

We may also keep personal information beyond pupils' attendance at our school if this is necessary in order to comply with our legal obligations. Our retention policy sets out how long we keep information about parents/carers.

Who we share personal information with and why we share it

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

We routinely share information about pupils, parents or carers with:

- the school that the pupil attends after leaving us – to carry out their public task effectively

- our local authority (Hampshire County Council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns, attendance, fines, exclusions
- the Department for Education – to meet our legal obligations to share information in relation to pupils' attainment and progress
- our regulator, OFSTED – to meet our legal obligation to share information in relation to attendance, exclusions and safeguarding
- health and social welfare organisations such as the NHS or school nurse – to meet our public task, our legal obligation or vital interests of a pupil/family in relation to a health or safeguarding concern
- professional advisers and consultants – to meet our public task in supporting the academic or social and emotional needs of a pupil
- police forces, courts, tribunals – to meet our public task, legal obligation or the vital interests of a pupil or family
- teachers and staff within the school – to carry out their public tasks within school

Information is always shared securely either via an electronic transfer or in person. Where data is shared with a third party it is held securely in line with their data protection policies.

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

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

Local Authority

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.

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 to be given access to your child's educational record, contact the Data Protection Officer in either school:

- Liphook Infant School: dpo@liphook-inf.hants.sch.uk
- Liphook Junior School: dpo@liphook-jun.hants.sch.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 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 your information rights request may be refused. 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 or directly to the Information Commissioner's Office at raise a concern with ICO

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 the Data Protection Officer in the relevant school.

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 (ICO) at https://ico.org.uk/concerns/.

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 **04 November 2026**.

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer in the relevant school:

- Liphook Infant School: dpo@liphook-inf.hants.sch.uk
- Liphook Junior School: dpo@liphook-jun.hants.sch.uk

or our Local Authority

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-npd-privacy-notice/national-pupil-database-npd-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 and 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/dfe-external-data-shares

How to find out what personal information the Department for Education (DfE) hold about you
Under the terms of the UK GDPR, you're 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

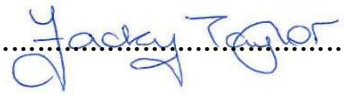
If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. See the guide for details:

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

This document is reviewed annually through the governing body Business Committee.

Signed  Date .....October 2026.....

Executive Headteacher

Signed Date .....October 2026.....

Chair of Governors