



PRIVACY NOTICE

for pupils and parents of Scampton Church of England Primary School

We, Scampton Church of England Primary School, are a data controller for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about you from your previous school and the Admissions Services of local authorities. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing

Information will be shared with the local authority in order to arrange suitable funding for school places. This information includes your contact details, national curriculum assessment results, attendance and behavioural information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We collect and use pupil and parent information when:

- it has been freely given, with informed consent evidenced by clear affirmative action
- it is necessary to comply with a legal obligation
- it is necessary to protect the vital interests of the individual
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the public authority
- necessary for the purpose of legitimate interests

Scampton Church of England Primary School currently shares information with the following third parties:

Third Party	Data which may be provided
Good Lookin' Cookin' (school meal provider)	Pupil names, pupil class, parent email (for setting up online logins for ordering meals)
Education Lincs (ICT support company)	Pupil names and classes, and staff names (to set up pupil and staff school email addresses and IT logins)
East Anglia Dairy	Pupil names, pupil dates of birth, pupil class, date pupil started at school (to arrange for delivery of free and paid for school milk)
RM Integris Arbor Education (Management Information System)	All the pupil and parent information provided by parents, plus assessment data, attendance and behavioural data, SEND data, staff names and contact details (to enable central recording of data which can be used to create reports for school, local authority and DfE use)
Teachers2Parents (texting/email service)	Pupil names, classes, contact details as provided by the parent, staff and governor contact details (to allow sending of information by text message and email)
FFT Aspire	Pupil names, classes and year groups, reading, phonics and

(Phonics, spelling and reading programme - online)	spelling data.
Placement students (trainee teachers and teaching assistants)	Pupil names, pupil classes, assessment data, SEND and medical information.
Lincolnshire Music Service and peripatetic music teachers (Mr K Stephenson)	Pupil names and pupil classes for arranging classes and lessons. Parent contact details where payment is required.
Lincolnshire County Council School Transport (home school transport)	Pupil names and addresses (for arranging home to school transport)
*Educational Psychology Service, *Specialist Teaching Team, *Working Together Team, Additional Needs, *BOSS, Pupil Reintegration Team, Ethnic Minority and Traveller Education Team, *SALT, *Community Paediatrician, Children and Young People's Nursing Service (CYPNS)	Pupil names, dates of birth, pupil class, SEND needs, behavioural information, parental contact details (to provide additional services to meet the health, medical, support and learning needs of our pupils) *These services require explicit additional consent from parents/guardians in order to be accessed
Lincolnshire County Council School Admissions Team	Pupil names, pupil classes, dates of birth, parent contact details, addresses (to facilitate admission of children into our school and transition from our school to other schools)
Lincolnshire County Council Performance Management Team	Pupil names, pupil classes, dates of birth, parent contact details, assessment data (to report on pupil progress)
Evolve (Educational Visits online system)	Pupil names, pupil classes, staff and volunteer names, level of first aid training, gender, teaching qualifications, educational visit experience (to ensure suitable and safe supervision on school trips)
Previous and future schools and academies attended by pupils	Data is received from previous schools, and forwarded to next step schools, from Management Information Systems (we use RM Integris/Arbor - see above). Pupil files (paper based) are also forwarded to the school where a pupil transfers to.
School newsletters, blogs, social media and other school correspondence, school publicity	Pupil images, first names. pupil classes or year group (permission sought each school year and on entry to school)
Scamps Kids Club	Pupil information shared about daily drop off / pick up arrangements, accidents, medicine administration, SEND
After school activities	Clubs are arranged on a termly basis. Where third party suppliers run the clubs, this will be made clear on the booking forms, and pupil names will be shared with the club leaders so they know who will be in attendance.
Shared activities with other schools	Pupil names and classes will be used to create suitable groupings when we join with other schools for shared activities.
CPOMS	Online secure management system to report securely information about pupils (eg conversations with parents, child protection concerns, accidents etc.)
Agency staff working in school	Pupil names, pupil classes, assessment data, SEND and medical information.
Google Forms	Information required for activities such as trips – email, phone number, name.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

If you want to see a copy of the information about you that we hold and/or share, please contact:

Mrs T Wickens
School Administrator
Scampton Church of England Primary School
High Street
Scampton
Lincolnshire
LN1 2SD

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Tel : 01522 730340

Email : enquiries@scampton.lincs.sch.uk

Our named Data Protection Officer is Mrs Ameleigh Salt who can be contacted through the school (details as above)

You have the right to:

- 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

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/>

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites they can send you a copy of this information. Please contact the LA or DfE as follows:

Local Authority (LA)

- InformationGovernance@lincolnshire.gov.uk

Department for Education (DfE)

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Retention of pupil data

We hold the following pupil data for the retention periods indicated below:

File description	Retention period
Headteacher and Management Team	
Log books of activity in the school maintained by the Headteacher	Date of last entry in the book + a minimum of 6 years then review
Reports created by the Headteacher or Management Team	Date of the meeting + 3 years then review
Reports created by Headteachers and other members of staff with administrative responsibilities	Current academic year + 6 years then review
Correspondence created by Headteachers and other members of staff with administrative responsibilities	Date of the correspondence + 3 years then review
Admissions process	
Proof of address supplied by parents as part of the admissions process	Current year + 1 year
Supplementary Information form including additional information such as religion, medical conditions etc.	Current year + 1 year
Operational Administration	
Newsletters and other items with a short operational use	Current year + 1 year then review
Health and Safety	
Risk Assessments including Educational Visits	Life of Risk Assessment + 3 years
Accident reporting - children	DOB + 25 years
School Meals Management	
Free School Meal Records	Current year + 6 years
School Meal Records	Current year + 3 years
School Meals Summary Sheets	Current year + 3 years
Pupil Management	
Pupil's Educational Record required by the Education (Pupil Information) Regulations 2005 - Primary	Retain while the child remains at the primary school N.B. Further notes in the IMRS Toolkit for Schools re transfer to Independent Schools, Elective Home Education or to a school in another country.
Child Protection information held on pupil file	Child Protection records to be placed in sealed envelope and retained for same period of time as pupil file.
Child Protection information held in separate file	DOB of child + 25 years then review.
Attendance	
Attendance Registers	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.
Correspondence relating to authorised absence	Current academic year + 2 years
Special Educational Needs	
Special Educational Needs files, reviews and Individual Education Plans	DOB of pupil + 25 years
Statement/EHCP maintained under Section 234 of the Education Act 1990 and any amendments made to the Statement/EHCP	DOB of pupil + 25 years
Advice and information provided to parents regarding educational needs	DOB of pupil + 25 years
Accessibility Strategy	DOB of pupil + 25 years

Curriculum Management	
Class record books	Current year + 1 year
Mark books	Current year + 1 year
Record of homework set	Current year + 1 year
Pupils' work	Current year + 1.
Extra-curricular activities	
Records created by school to obtain approval to run an Educational Visit outside the classroom - Primary	Date of visit + 1 year
Parental consent forms for school trips where there has been no major incident	Conclusion of trip
Parental consent forms for school trips where there has been a major incident	DOB of pupil involved in the incident + 25 years. The permission slips for all pupils in the trip need to be retained to show that the rules had been followed for all pupils.