



**Tylers Green First School**  
**Pupil and Parent Privacy Notice**  
**September 2026**

**Tylers Green First School**  
**Privacy Notice**  
**(How we use pupil and parents' information)**

**Privacy Notice (How we use pupil and parent information)**

Under UK data protection law, individuals have a right to be informed about how our 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.

We, Tylers Green First School, are a data controller for the purposes of the General Data Protection Regulation. We collect and hold personal information from you about your child and may receive information about your child from their previous school or setting, the Local Authority, the Department for Education (DfE) and the Learning Records Service.

Our Data Protection Officer is Nicola Cook, Schools DPO.

**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 and disabilities (SEND), including support needs and provision information
- Medical and administrative information (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 EYFS, Key Stage 1 and Phonics results)
- exclusions and behavioural information and any relevant alternative provision put in place
- pupil premium information
- hot school meal information

**Why we collect and use pupil and parent information**

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment and progress
- c) to provide appropriate pastoral care and medical care
- d) to assess the quality of our services

- e) to keep children safe (food allergies, medical conditions, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to comply with the law regarding data sharing
- h) to safeguard and protect children
- i) Internet usage and monitoring information required to safeguard pupils and comply with statutory safeguarding duties.

## **Lawful Basis**

Under UK GDPR, we process pupil and parent information under the following lawful bases:

- Article 6(1)(c) UK GDPR – Legal Obligation
- Article 6(1)(e) UK GDPR – Public Task
- Article 6(1)(a) UK GDPR – Consent (where applicable)

Where we process special category information, such as health information:

- Article 9(2)(g) Substantial Public Interest
- Article 9(2)(h) Health and Social Care
- Article 9(2)(a) Explicit Consent (where applicable)

We rely on consent only where we specifically request it, such as for certain educational visits, use of photographs or optional activities.

## **How we collect pupil and parent information**

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

Information may also be obtained from local authorities, healthcare professionals, social care services and the Department for Education where appropriate and lawful to do so.

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 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.

## **How we store pupil and parent data**

We hold pupil / student data in line with IRMS Toolkit (Information records management service) / internal data retention guidelines data storage including time scales.

Further information regarding our retention schedule can be found in our Records Retention Policy available on the school website. Personal data is held securely in accordance with our Data Protection Policy and Information Security procedures.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

### **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- Health and social welfare organisations
- the Department for Education (DfE)
- school governors
- Educational technology and curriculum software providers used by the school to support teaching, learning, safeguarding and administration.
- other parties where there is a legal basis for doing so
- NHS and Specialist Teaching Services (including school nurse and educational psychologists)

### **Why we 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 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 share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **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:

- School Census: section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- EYFSP - Section 40(2)(a) of the Childcare Act 2006 (Learning and Development Requirements) Order 2007 (S.I. 2007/1772)

- KS1 (including phonics) - section 87 of the Education Act 2002. Article 9 of The Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) Order 20042

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>

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.

### **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, 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>

To contact DfE:

<https://www.gov.uk/contact-dfe>

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **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

- Jude Talbot, Headteacher, Tylers Green First School, School Road, Penn, High Wycombe, Bucks, HP10 8EF Telephone: 01494 813201

- or our Data Protection Officer, Nicola Cook, Schools DPO, c/o PSB Jubilee House, Townsend Lane London, NW9 8TZ Telephone: 01296 658502 nicola@schoolsdpd.com

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 haven't 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.

## Contact

If you would like to discuss anything in this privacy notice, please contact:

- Jude Talbot, Headteacher, Tyldesley Green First School, School Road, Penn, High Wycombe, Bucks, HP10 8EF Telephone: 01494 813201
- Nicola Cook, Schools DPO, c/o PSB Jubilee House, Townsend Lane London, NW9 8TZ Telephone: 01296 658502 nicola@schoolsdpd.com

## **How to complain**

If you have concerns about how we use your personal information, you may raise the matter with us in the first instance. You also have the right to complain to the Information Commissioner's Office (ICO)

## **Last updated**

This privacy notice was last reviewed on: September 2026.

We review this notice annually or whenever there is a significant change to how we process personal data.