



March 2026

Privacy Notice for Pupils

Data Protection Officer: Mrs C Brennan, contactus@bellerivefcj.org, 0151 727 2064

Why we collect and use pupil information

We collect and use pupil information to:

- Support pupils' teaching and learning
- Monitor and report on pupil progress and attainment
- Provide appropriate pastoral care and safeguarding
- Assess the quality of our services
- Comply with the law regarding data sharing
- Administer admissions waiting lists
- Manage internal processes such as timetabling and resource allocation

The personal data we collect

We collect the following types of information about pupils:

- Personal identifiers (name, date of birth, unique pupil number)
- Contact details (addresses, telephone numbers, email addresses)
- Characteristics (ethnicity, language, nationality, country of birth, free school meal eligibility)
- Attendance information (sessions attended, number of absences and reasons)
- Assessment and attainment data (test results, exam results, progress data)
- Behavioural information (exclusions, behaviour logs)
- Medical information (relevant health conditions, medication, dietary requirements)
- Special educational needs and disabilities (SEND) information
- Photographs and CCTV images
- Safeguarding information



Why we share pupil information

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

We share pupils' data with:

- **The Department for Education (DfE)** - to meet our statutory obligations
- **Local authorities** - for statutory duties including safeguarding and education welfare
- **NHS and health professionals** - for health screening and medical support
- **Exam boards** - to administer statutory assessments and examinations
- **Ofsted** - during inspections
- **Other schools** - when pupils transfer
- **Social care services** - where there are safeguarding concerns
- **Police and law enforcement** - where legally required

Our lawful basis for using this data

We process pupil data under:

- **Article 6(1)(c) - Legal obligation** - where we must comply with the law (e.g., Education Act 1996, Children Act 2004)
- **Article 6(1)(e) - Public task** - to perform our functions as a school
- **Article 6(1)(d) - Vital interests** - to protect someone's life (e.g., in medical emergencies)
- **Article 6(1)(a) - Consent** - for specific purposes such as taking photographs for promotional materials (where consent can be freely withdrawn)

For special category data (e.g., ethnicity, health information, biometric data), we also rely on:

- **Article 9(2)(b) - Employment, social security and social protection law**
- **Article 9(2)(g) - Substantial public interest**

How long we keep pupil data

We retain pupil data in line with our data retention schedule, which follows guidance from the Information and Records Management Society (IRMS). For example:



- Pupil files - retained until the pupil reaches age 25
- Safeguarding records - retained until the pupil reaches age 25 (or longer if serious concerns)
- Attendance registers - 3 years from date of last entry
- CCTV footage - typically 30 days unless required for an investigation

Your rights

Under data protection law, pupils and parents have the right to:

- **Access** personal data we hold (subject access request)
- **Rectification** of inaccurate data
- **Erasure** in certain circumstances
- **Restrict processing** in certain circumstances
- **Object** to processing in certain circumstances
- **Data portability** in certain circumstances

To exercise any of these rights, please contact our Data Protection Officer.

Right to complain

If you have concerns about how we handle your data, please contact our Data Protection Officer in the first instance. You also have the right to complain to the Information Commissioner's Office (ICO):

- Website: <https://ico.org.uk/concerns>
- Telephone: 0303 123 1113