

Portsmouth Primary and Early Years

Sundridge Close, Cosham,
Portsmouth, Hampshire PO6 3JL
Tel: 023 9237 8991
Fax: 023 9221 5922
Email: admin@portsdown.portsmouth.sch.uk



Headteacher: Mr A Vaghela

PRIVACY NOTICE

(How we use pupil information)

You have a legal right to be informed about how our school uses any personal information that we hold about you. This privacy notice explains how we collect, store, and use personal data about you and your child.

We, Portsmouth Primary School and Early Years, are the 'data controller' for the purposes of data protection law.

Categories of pupil information we collect, hold, and share

- Personal identifiers (name, unique pupil number, contact details, address)
- Characteristics (ethnicity, language, nationality, country of birth, free school meal eligibility)
- Safeguarding information (court orders, professional involvement)
- Special Educational Needs information (needs, provision, placements, payments, medical or care information)
- Medical information (allergies, dietary requirements, GP contact, medical needs)
- Attendance information (sessions attended, absences, previous schools)
- Assessment and attainment (in-year and end of key stage results, general progress)
- Behavioural information (incidents, exclusions)
- Photographs (including CCTV images)

How we use pupil information

We collect and use pupil data to:

- Support learning and monitor progress
- Provide appropriate pastoral care and protect welfare
- Keep children safe
- Assess the quality of our services
- Ensure compliance with statutory duties (DfE data collections)
- Carry out research
- Comply with legal obligations

Lawful basis for processing

We process pupil data where it is:

- **Necessary for compliance with a legal obligation** (Article 6(1)(c) UK GDPR), including our statutory duty under Section 16LA of the Children Act 2004 to share safeguarding information with relevant agencies when necessary to protect children
- **Necessary for legitimate interests** (Article 6(1)(f) UK GDPR), including the recognised legitimate interest for safeguarding children under the Data (Use and Access) Act 2025
- **With explicit consent** for special category data (Article 9(2)(a) UK GDPR)

We will always make clear at the point of collection which information is mandatory and which is voluntary.

Collection of pupil information

Pupil data is collected via registration forms, Common Transfer Files (CTFs) from previous schools, and updates as required. Parental consent is obtained for online services for children under 13 where required by law.

Storage and retention

Pupil data is held securely in electronic and paper formats in line with UK GDPR and IRMS guidance. Data is retained according to the following general periods:

- **Pupil records:** until the pupil reaches age 25 (or as required by statutory guidance)
 - **Medical records:** up to age 25, unless required longer for safeguarding
 - **Attendance records:** minimum 6 years
 - **Assessment results:** until pupil reaches age 25
 - **CCTV footage:** maximum 30 days unless used in an incident investigation
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Sharing information

We share pupil information only as necessary and in accordance with UK law. This includes:

- Schools pupils move to
- Government departments (DfE, LA)
- Health authorities (school nurse, NHS, GP, dentists)
- Children's social care
- Safeguarding partners and multi-agency safeguarding arrangements (MASA) partners
- Pupils' families
- Educators, examining bodies
- Our regulator – Ofsted
- Police, courts, tribunals
- Professional bodies
- Library Service (Reception pupils)
- Welfare Call Ltd (for Portsmouth Looked After Children attending this school)
- Third-party service providers (e.g. Rocket Computer Services, Studybugs, Caterlink, Scomis, School's Cash Office, Transparency, Fisher Family Trust, Librosoft Librarian, Tapestry, Evolve, CPOMS, Google Classroom, Collins E Books – Renaissance, Digimaps, Insight, , ParentMail, Little Wandle, Times Tables Rockstars, school photography companies) – all processors are contractually required to comply with UK GDPR

We do not share information without consent unless the law permits or requires it.

Sharing information to keep children safe

We have a statutory duty under Section 16LA of the Children Act 2004 to share safeguarding information with relevant agencies and safeguarding partners when necessary to protect children from harm.

Under the Data (Use and Access) Act 2025, safeguarding children is a recognised legitimate interest, which provides a lawful basis for this information sharing. UK data protection laws do not prevent or limit us from sharing information to keep children safe – they only require us to share information appropriately and proportionately.

We may share safeguarding information without consent where necessary to protect a child. This includes sharing with:

- Children's social care
- Police
- Health services
- Multi-agency safeguarding partners
- Other relevant agencies with a safeguarding role

We will only share information that is relevant and necessary to safeguard a child, and only with appropriate individuals and agencies who have a role in protecting children.

Where it is safe and appropriate to do so, we will inform you when we share safeguarding information. However, there may be circumstances where doing so could put a child at increased risk of harm, in which case we will not notify you in advance.

We will record the reasons for our information sharing decisions, whether we decide to share information or not, and be prepared to explain our rationale if asked.

Rights of parents and pupils

Parents and pupils have the right to:

- Access the personal information we hold
- Rectify inaccurate or incomplete data
- Request deletion where no compelling reason exists for processing
- Restrict processing
- Object to direct marketing, scientific or historical research, and statistical use
- Not be subject to automated decisions with legal or significant effects

Please note: If a parent asks to see information about their child that relates to child abuse, we can refuse if it wouldn't be in the best interests of the child. If they ask to see education data or social work data, we can refuse if we believe that sharing it would be likely to cause serious harm to the physical or mental health of any individual. This is because there are exemptions set out under data protection law.

Requests should be made to the Data Protection Officer, c/o Portsdown Primary School, or directly to the ICO at <https://ico.org.uk/concerns/>.

Government and statutory data sharing

We are required to share information with DfE under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013. This supports school funding, educational attainment, research, and accountability.

The National Pupil Database (NPD) securely holds this information for research and statistical purposes. Access to third parties is strictly controlled.

Under the public duties of the Portsmouth Local Authority for improving education standards in Portsmouth, relevant personal information (name and address) will be passed to the Library Service to enable them to issue all Reception year pupils with their own library card.

Under the public duties of the Portsmouth Local Authority for moderating teacher assessments in Portsmouth, relevant personal information (UPN, name, subject and result) will be passed to our moderators from Southampton City Council in order for them to carry out their contracted duties on behalf of Portsmouth Local Authority.

For more information, see:

- <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by conducting research or analysis, producing statistics, or providing information, advice or guidance. The Department has robust processes in place to ensure confidentiality and there are stringent controls regarding access and use of the data.

Contact

If you would like to discuss anything in this privacy notice, please contact: **Data Protection Officer, c/o Portsdown Primary School.**

If you need more information about how our local authority and/or DfE collect and use your information, please see the Portsmouth City Council Data Protection Privacy Notice.

Last updated: September 2026 (updated to reflect Section 16LA of the Children Act 2004 and the Data (Use and Access) Act 2025)

Please revisit this notice periodically for updates.