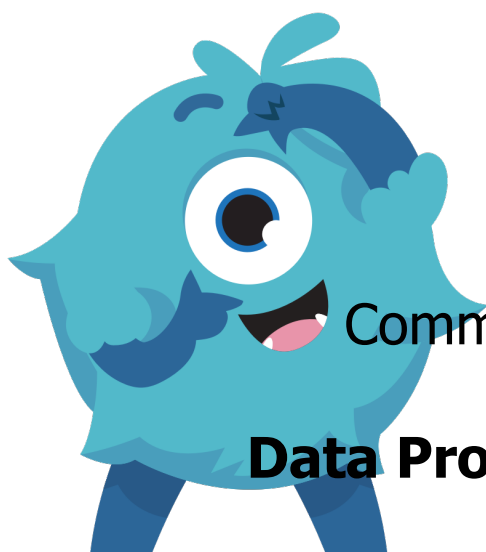
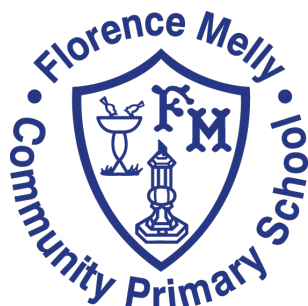


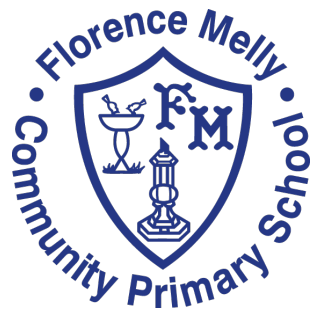


Florence Melly
Community Primary School

Data Protection Privacy Notice

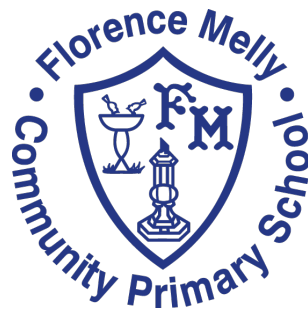
Policy Title:	Data Protection Privacy Notice	Date written:	September 2026
Written by:	Aaron Leach (Headteacher)	New or revised policy:	New (Version 1)
Implementation	Date of ratification:	Date presented to staff:	Date of renewal:
	October 2026	September 2026	September 2027





Policy Version Control

Date of Update	Overview of changes made	Version
September 2026	New policy adopted. Policy content and format follows the Department for Education model policy template.	V1



Data Protection Privacy Notice (How we use pupil information)

September 2026

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 (including the needs and ranking)
- 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 phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

In addition, Florence Melly Community Primary School may process:

- photographs and video images for educational, safeguarding and promotional purposes
- information relating to school trips, educational visits and residential visits
- catering, free school meal administration information and allergy information.
- information relating to breakfast club, after-school clubs and enrichment activities
- parental responsibility and family contact information
- child protection and welfare records
- information relating to the use of school IT systems and online learning platforms
- SEND provision records
- healthcare plans and medication records
- accident, incident and behaviour records
- correspondence and communications between home and school

This list is not exhaustive. Further information about the categories of personal data processed by the school can be obtained from the Headteacher or by referring to the school's Data Protection Policy and associated records management documentation.

Why we collect and use pupil information

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment 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 the Department for Education (DfE) data collection
- g) to administer admissions and attendance
- h) to manage behaviour, rewards and sanctions
- i) to support pupils with special educational needs and disabilities
- j) to administer school trips, clubs and extracurricular activities
- k) to manage school meals and free school meal eligibility
- l) to communicate with parents, carers and external agencies
- m) to administer medication and healthcare plans
- n) to safeguard and promote the welfare of children
- o) to maintain the security of school systems and premises

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

- For educational provision, safeguarding, attendance, behaviour, SEND support, pastoral care and statutory returns, the lawful basis is Article 6(1)(c) Legal Obligation and Article 6(1)(e) Public Task.

Relevant legislation includes:

- Education Act 1996
- Education and Inspections Act 2006
- Children Act 1989
- Children Act 2004
- The Education (Information About Individual Pupils) (England) Regulations 2013
- Keeping Children Safe in Education
- SEND Code of Practice

In addition, concerning any special category data:

- Article 9(2)(b) Employment, social security and social protection obligations
- Article 9(2)(g) Substantial public interest, including safeguarding children
- Article 9(2)(h) Health and social care purposes

Collecting pupil information

We collect pupil information via admission forms completed by parents/carers, Common Transfer Files (CTFs) received from previous schools, information provided directly by parents/carers, Local Authority admissions processes, healthcare professionals, safeguarding agencies and information generated through assessment, attendance, behaviour and SEND monitoring throughout a pupil's time at 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 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.

Storing pupil data

We hold pupil 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 visit: the school's website (www.florencemelly.org).

Pupil information is stored securely within the school's management information systems, safeguarding systems and approved educational platforms. Access is restricted to authorised staff on a need-to-know basis.

Data is retained in accordance with the school's Data Retention Schedule and Information and Records Management Society (IRMS) retention guidance for schools.

Further information can be found in the school's Data Protection Policy, Online Safety Policy, Records Retention Schedule and Information Security arrangements.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Liverpool City Council
- schools and settings attended after leaving Florence Melly
- the School Health Service
- NHS healthcare professionals
- Children's Social Care
- Early Help and Family Support Services
- Educational Psychologists
- SEND services
- Merseyside Police where required by law
- educational software and learning platform providers
- School Improvement Liverpool
- other professional agencies involved with supporting children and families

Why we regularly 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 information where necessary to:

- safeguard and promote the welfare of children
- support educational progress and attainment
- provide SEND support
- fulfil statutory obligations
- secure appropriate funding and support
- provide healthcare and welfare services
- facilitate school transfers
- comply with legal and regulatory requirements

Information is shared securely using approved systems, secure portals, encrypted email and Common Transfer Files where appropriate.

Florence Melly Community Primary School is a primary school and therefore does not routinely share information with youth support services. When pupils leave Year 6, information is transferred securely to their receiving secondary school through the Common Transfer File (CTF) process.

Department for Education (DfE)

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:

As a maintained school, Florence Melly Community Primary School shares information with the Department for Education under 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: <https://www.gov.uk/government/publications/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>.

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:

Mr Aaron Leach
Headteacher
Florence Melly Community Primary School
Bushey Road
Liverpool
L4 9UA

Telephone: 0151 226 1929

Email: a.leach@fmp.liverpool.sch.uk

You may also contact the school's Data Protection Officer:

Judicium Consulting Limited
5th Floor
98 Theobalds Road
London
WC1X 8WB

Telephone: 0345 548 7000

Email: dataservices@judicium.com

Further information regarding Subject Access Requests (SARs), including how requests are handled and statutory response timescales, can be found in the school's Data Protection Policy.

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 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: <https://ico.org.uk/make-a-complaint/>.

Further information regarding the school's data protection complaints procedure can be found within the Data Protection Policy. Complaints may be made directly to the school in the first instance before being referred to the Information Commissioner's Office (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 contacting:

Mr Aaron Leach
Headteacher
Florence Melly Community Primary School
Bushey Road
Liverpool
L4 9UA

Telephone: 0151 226 1929

Email: a.leach@fmp.liverpool.sch.uk

You may also contact the school's Data Protection Officer:

Judicium Consulting Limited
5th Floor
98 Theobalds Road
London
WC1X 8WB

Telephone: 0345 548 7000

Email: dataservices@judicium.com

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 or 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/guidance/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) holds about you

Under the terms of the UK GDPR, you are 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-from-dfe#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>.