

Privacy Notice (how we use information)



The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details, address, consent details, class, date of birth).
- characteristics (such as ethnicity, language, and free school meal eligibility).
- safeguarding information (such as concerns, court orders, details of care arrangements for looked after children, child protection/child in need records, Operation Encompass notifications and professional involvement).
- special educational needs and disabilities (including the needs, reports, EHCP application/ documents, concerns, Individual Education/ Learning Plans).
- medical and administration (such as doctor's information, child health, dental health, allergies, medication, general health and dietary requirements).
- attendance (such as sessions attended, number of absences, punctuality, absence reasons, communication regarding attendance, referrals to the Education Welfare team, leave of absence requests and outcomes, correspondence and any previous schools attended).
- assessment and attainment (such as data in: EYFS, Phonics screening test, Multiplication Tables Check, end-of-Key Stage data, termly internal assessment, school reports).
- behavioural information (such as permanent exclusions, suspensions, behaviour logs, meetings with parents/ carers and any relevant alternative provision put in place).
- Parental permissions (such as for educational visits, sporting activities, photograph/social media consent).

This list is not exhaustive, to access the current list of categories of information we process please see www.tmpf.staffs.sch.uk

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 collections.

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are listed in our TMPF Data Protection Policy 2026.

Collecting pupil information

We collect pupil information via school MIS such as Arbour, Common Transfer File (CTF) or secure file transfer from previous schools, paper questionnaires or admission forms.

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 TMPF Data Retention Schedule.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us.
- the Multi Academy Trust.
- the local authority.
- the Department for Education (DfE).
- School Nurse service.
- other agencies following safeguarding or health referrals.
- upon request, the emergency services or courts.

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.

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: regulation 5 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](#).

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 your child's school office.

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 [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.

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 your child's school office.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in March 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact: The Data Protection Officer for The Moorlands Primary Federation (TMPF Trust), which is operated through Entrust and can be contacted at: dpo.schools@staffordshire.gov.uk

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/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/dfе-external-data-shares>

The personal data of parent/carer information that we process include:

- Contacts details and contact preferences (such as name, address, email address, and telephone numbers).
- Details of your family circumstances.
- Details of any safeguarding information (such as concerns, court orders, details of care arrangements for looked after children, or professional involvement).
- Records of your correspondence and contact with any schools.
- Details of any complaints you have made.
- Information about health conditions you may have shared with your school.
- For our Anglican schools, information about your religion or faith as part of our admission arrangements.

Why we collect and use parent/carer information

We collect and use parent/carer information, for the following purposes:

- a) Report to you on your child's attainment and progress.
- b) Keep you informed about the running of the school (such as emergency closures) and events.
- c) Process payments for school services and clubs.
- d) Provide appropriate pastoral care.
- e) Protect pupil welfare.
- f) Administer admissions waiting lists.
- g) Assess the quality of our services.
- h) Carry out research.
- i) Comply with our legal and statutory obligations.
- j) Make sure our information and communication systems, equipment and facilities (e.g. schools computers) are used appropriately, legally and safely.

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing parent/carer information are listed in our TMPF Data Protection Policy 2026.

Collecting parent/carer information

We collect parent/carer information via school MIS such as Arbour, Common Transfer File (CTF) or secure file transfer from previous schools, paper questionnaires or admission forms.

Parent/carer data is essential for the schools' operational use. Whilst the majority of parent/carer 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 information to us or if you have a choice in this.

Storing parent/carer data

We hold parent/carer 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 TMPF Data Retention Schedule.

Who we share parent/carer information with

We do not share information about our parents/carers with anyone without consent unless the law allow us to do so.

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/requesting-your-personal-information#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>