



Millfield School

Privacy Notice for students - How we use Information about students in school

What information we collect, hold and share

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

The categories of student information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, date of birth, 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 doctors 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 information
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications. (Please see the LRS Privacy Notice for more information on this).

The school has CCTV across the school site and in the school Reception. The recordings are deleted after 14 days. (Please see separate CCTV Privacy notice).

Why we collect and use this information

We collect and use this personal data to:

- support our students' learning

- monitor and report on student attainment progress
- provide appropriate pastoral care; and
- assess the quality of our services
- to comply with the law regarding data sharing
- to determine and record attendance
- to safeguard students
- to keep students safe (food allergies, emergency contact details)
- submit the school census returns which is a statutory requirement on schools under Section 537A of the Education Act 1996

The lawful basis on which we use this information

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing student information are:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
 - (c) Processing is necessary for compliance with a **legal obligation** to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
 - (j) Processing is necessary for archiving purposes in **the public interest**, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to

conduct research

Collecting student information

We collect student information via registration forms or Common Transfer Files (CTF) or secure file transfer from previous schools.

Student data is essentially for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storage of student data

We hold student data securely up to the 31st August of the year the student reaches 25 year of age as per the school's retention schedule.

Who we share student information with

Schools that the students attend after leaving us.

Our Local Authority, including LCGS our catering provider

NHS/School Nursing Team for vaccinations and health questionnaires (See separate privacy notice from the School Nursing Team)

Youth support services (Pupils aged 13+)

The Department for Education (DfE)

The school uses SIMS as the main database to record staff/students information as required by the DfE. The system is supported through ESS (Education Systems Support).

The school uses School Senergy for emailing parents, remote learning, homework, registers and behaviour points.

We routinely share student data with:

DfE – Collection of student attendance data (see also information on page 4)

Career Nav Guidance Services – Careers Advisor

Compass +

Education Business Partnership North West – Work Placement vetting

Cunninghams – Quick dine canteen payment system that integrates with Parent Pay

Parent Pay – to allow parents and staff to pay funds online for school catering and trips

Holiday Activities – HAF codes for holiday activities for fsm students via Wonde

GCSE pod – Online student app

SISRA – Assessment tool for teachers

CPOMS – Child Protection and safeguarding system

Groupcall – Looked after call

Mr R Blake – Life Coach

School Nurse/NHS/Social Care

School Photographer

Examination boards

GL Assessment for the Year 7 CAT tests

Literacy Assessment online

ESS Reading Cloud – Library management system

Mathswatch

Hegarty maths

Provision map – a management information system for SEN

IDL – dyslexia support

Testing for exam concessions – J Smith

Evolve – school trip management system

SEND and Pastoral support and safeguarding organisations such as the Butterfly Project, Marie Wren, CAMHS, Education Psychologists (Parents will be informed)

Alternative Provision providers

Vocabulus

IRIS teaching support software (recording of teaching practise)

Information gathering by school staff for attendance at parent evenings.

Names are shared with Microsoft to generate email addresses.

Other Learning Apps which teachers find useful and offer a high degree of security may be added to this list and updated on an annual basis.

Students may give their own consent by registering themselves on learning apps providing their own personal email address. The information will not come from the school's management information system.

Please note, to help us manage our data protection obligations, the school uses Wonde; a data management protection system used to maintain, manage and control the data we share with some departments. (Please see separate Wonde privacy notice on the school website).

Why we share student information

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

We share students' 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 students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Please also see the 'Why we collect and use this information' section.

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of **youth support services** as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / student once they reach the age 16.

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 students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, 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.

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-key-stage-4-and-5-and-adult-education>

How Government uses your data

The student 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) including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Please also see the 'Why we collect and use this information' section.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) and contains information about students 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 students' 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 students' 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/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're 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'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, please contact the Data Protection Officer, contact details below.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

We may need to update this privacy notice periodically so we recommend that you revisit

this information from time to time.

Last updated July 2026

Further information

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

Mrs D Mountford Data Protection Officer

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