



Privacy Notice – for pupils and their families

Who are we?

Bury and Whitefield Jewish Primary School is the **Data Controller** for the personal data we process about pupils and their families.

School address:

Bury and Whitefield JPS, Parr Lane, Unsworth, Bury, BL9 8JT

Contact details:

Email: bwjp@bury.gov.uk

Telephone: 0161 766 2888

Data Protection Officer (DPO)

The school has appointed a Data Protection Officer (DPO) to oversee compliance with data protection legislation.

Data Protection Officer: Ben Kane (Sam People)

Contact: via the school office

The school's **Data Protection Lead** is **Mrs M Kobak**.

What categories of information are processed?

The categories of personal information that we process include, but are not limited to, the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – e.g. diagnoses and additional needs
- **Medical and administration** – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements

- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and previous schools attended
- **Assessment and attainment** – e.g. relevant test and exam results
- **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place

Why do we collect and use your information?

We will only collect and use your information where we have a lawful reason to do so. We use pupil information in order to:

- Support pupil learning
- Monitor and report on pupil attainment and progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Keep pupils safe
- Meet the statutory duties placed on us for government data collections

As a school, we are subject to a wide range of laws which we must comply with to further pupil education and safeguard their wellbeing. We only process personal information where it is necessary to meet these obligations or to carry out the public tasks vested in us as a school.

Lawful basis for processing

Our lawful basis for collecting and processing pupils' personal data is defined under **Article 6 of the UK GDPR**.

The majority of pupil information is processed under the lawful basis of **Public Task**, as it is necessary for us to perform our official functions as a school.

In a small number of circumstances, we rely on **Consent**, for example where we seek permission to use a pupil's photograph or name in external publications. Where consent is used, it can be withdrawn at any time.

Special category data

Some of the data we process is classed as **special category data** under **Article 9 of the UK GDPR**, such as information relating to health, ethnicity, safeguarding or SEND.

We process this information because it is:

- Necessary to comply with legal obligations
- Required for reasons of substantial public interest
- Needed to safeguard children and young people
- Required for education, health, or social care purposes

This includes compliance with legislation such as:

- UK GDPR (Articles 6 and 9)
- Data Protection Act 2018
- Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013
- Children Act 1989

How do we collect your information?

We collect personal information through a variety of methods, including:

- Registration forms (including permission slips and medical forms)
- Common Transfer File (CTF) from previous schools
- Child protection plans
- Conversations and correspondence with parents and carers

While most of the information we collect is mandatory, some is provided voluntarily. We will make this clear at the point of collection.

How do we store your information?

We hold personal information securely, both electronically and in paper format, in line with GDPR requirements.

We retain pupil information **only for as long as necessary**, in accordance with statutory requirements and the **Local Authority / school retention schedule**, after which it is securely destroyed.

Who do we share your information with?

We routinely share information with:

- The local authority (LA)
- The Department for Education (DfE)
- Schools that pupils attend after leaving us
- The school nurse and NHS services

Where data sharing is not required by law, we will seek consent where appropriate.

Why do we share your information?

We do not share personal information unless the law allows or requires us to do so, or where consent has been given.

Department for Education (DfE)

The DfE collects personal information from schools and local authorities through statutory data collections. We are required to share pupil information under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

All data is transferred securely and held in accordance with the government security policy framework.

How does the government use your data?

The data shared with the DfE is used to:

- Support school funding calculations
- Monitor educational standards and accountability
- Support long-term educational research and policy development

Further information about these data collections can be found at:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

National Pupil Database (NPD)

Much of the data shared with the DfE is held in the **National Pupil Database (NPD)**. The NPD is used for research, statistical analysis and policy development.

Further information is available at:

<https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice>

Sharing by the DfE

The DfE may share pupil data with organisations such as:

- Schools and local authorities
- Researchers
- Government departments and agencies
- Organisations promoting the education or wellbeing of children
- Law enforcement bodies

Automated decision-making

The school does not use automated decision-making or profiling to make decisions that would have a legal or significant effect on pupils.

International data transfers

We do not routinely transfer personal data outside the UK. Where any data is processed using cloud-based systems, appropriate safeguards are in place to ensure compliance with UK GDPR.

What are your rights?

Under data protection law, you have the right to:

- Request access to personal data we hold
- Request rectification of inaccurate or incomplete data
- Request erasure of data where there is no lawful reason to continue processing
- Request restriction of processing
- Object to processing in certain circumstances
- Request data portability where processing is based on consent or contract
- Withdraw consent at any time (where consent is used)
- Not be subject to automated decision-making

Requests should be made via the school office.

Complaints

If you have concerns about how we use personal data, please contact the school or the DPO 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

Updating this privacy notice

We may update this privacy notice periodically. Families will be informed of significant changes, and the most recent version will always be available.

Last updated: January 2026

Further information

If you would like to discuss this notice further, please contact the school office or the Data Protection Officer.

Additional information can be found at:

- www.bwjps.org.uk
- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>