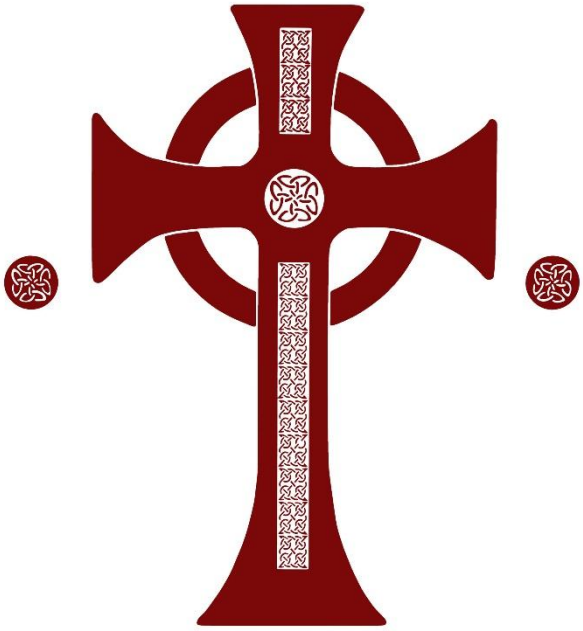
Durham and Newcastle Diocesan Learning Trust (DNDLT)
Company Number 10847279

"Every child matters and no child is ever left behind..."

"Let the little children come to me, and do not stop them;
for it is to such as these that the kingdom of God belongs." ***Luke 18:15-17***



St. Aidan's CE Primary School

Privacy Notice 2026 - 2027

'I have come in order that you might have life:life in all its fullness' ***John 10:10***

Adopted by Academy Council: Summer Term 2026

Review date: Summer Term 2027

Privacy notice for pupils and their families

Who processes your information?

The Durham and Newcastle Diocesan Learning Trust (DNDLT) as well as the school is the data controller of the personal information you provide to us. This means the Trust and the school determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Miss McShane acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 0191 4772690 or by email at office@staidanscofe.org.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law allows the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that the DNDLT and the school uphold are imposed on the processor.

The Data Protection Officer for the DNDLT is:-
Liane Atkin,
Durham and Newcastle Diocesan Learning Trust
Cai Building, Fourth Floor
Coble Dene
Royal Quays
North Shields
NE29 6DE
liane.atkin@durhamdmat.co.uk ,

Why do we collect and use your information?

St Aidan's C of E Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the Department for Education. We collect and use personal data in order to meet legal requirements and public interests set out in the UK GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the UK GDPR
- Data Protection Act 2018
- Data (Use and Access) Act 2025
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To keep children safe (e.g. food allergies or emergency contact details)
- To meet statutory duties placed upon us for the Department for Education (DfE) data collections

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following (this list is not exhaustive):

- Personal information – e.g. pupil and parent names, pupil numbers, parent contact details, emergency contact details, sibling links
- Characteristics – e.g. gender, ethnicity, religion, language, nationality, country of birth, and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results, reports
- Relevant medical information e.g. information about allergies
- Information relating to special educational needs
- Behavioural information – e.g. number of fixed term suspensions or internal suspensions
- Safeguarding information –e.g early health assessments, looked after information, child protection information
- Information from previous education providers
- Nursery place eligibility

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at St Aidan's C of E Primary School and their families is stored in line with the school's Data Protection Policy and Data Retention Policy**.**

In accordance with the UK GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected in line with our policies.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. 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. Please see annex 1, 'How Government uses my data'.

The school will not share your personal information with any third parties without your consent, unless the law and our policies allow us to do so. The school routinely shares pupils' information with:

- The DfE
- Pupils' destinations upon leaving the school
- The DNDLT
- The LA
- The Joint Education Team working for the CE Dioceses of Newcastle and Durham
- The NHS and bodies contracted by the NHS to carry out their functions (e.g. vaccinations/health checks)
- School Sports partnership, sporting event organisers and sports coaches
- The Children's HUB
- Ofsted
- Statutory Inspectors of Anglican and Methodist Schools
- Partner secondary schools
- The Special Educational Needs Team
- School photographer (with consent)
- Childcare providers
- IT provider
- School Information Management System (Arbor)
- Kitchen and lunchtime staff
- Educational visits/residential partners
- School clerking service (Berry Education)
- Safeguarding advisors (Clennell Education Solutions)
- CPOMS safeguarding software service
- Trust HR/employment law advisors (Ward Hadaway)
- Health and Safety Advisors (Citation)
- Insight online pupil tracking (assessment)
- School communications providers (with consent)
- Education Procurement frameworks only where necessary (e.g Yorkshire Purchasing Consortium)

The information that we share with these parties includes the following (this is not an exhaustive list):

- Personal information – e.g. pupil and parent names, pupil numbers, parent contact details, emergency contact details, sibling links
- Characteristics – e.g. gender, ethnicity, religion, language, nationality, country of birth, and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results, reports
- Relevant medical information e.g. information about allergies
- Information relating to special educational needs
- Behavioural information – e.g. number of fixed term suspensions
- Safeguarding information –e.g early health assessments, looked after information, child protection information
- Information from previous education providers
- Nursery place eligibility
- Information related to accidents in school

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how DNDLT and the school use your personal data.
- Request access to the personal data that the school holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted
- Request that your data is transferred elsewhere (data portability).
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way the school and/or the DfE is collecting or using your personal data, you can initially raise this as a complaint which can be raised under the Trust Complaints Policy (link here Complaints Policy). Once you have exhausted this process if you are not satisfied with the outcome you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm. https://ico.org.uk/make-a-complaint/

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please see annex 1 in respect of DfE collections, or contact Miss McShane or visit the DNDLT website at https://www.dndlt.co.uk/key-information/policies-and-procedures to download the Data Protection Policy.

Annex 1- How Government uses your data

The pupil data that we lawfully share with the 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)

Much of the data about pupils in England goes on to be held in 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. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).
It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.
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)

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/dfe-external-data-shares

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

Under the terms of the Data Protection Act 2018, 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'. 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