



Hummersea Primary School

Privacy Notice

How we use pupil information

For Pupils and Families

September 2026

Review date: September 2027

1. Who we are

Hummersea Primary School is the data controller for most of the personal information described in this notice. This means the school decides why and how that information is used.

2. The pupil and family information we process

We only collect information that is relevant and necessary for the school to carry out its functions. This may include:

- personal identifiers and contact details, including name, date of birth, address, unique pupil number and parent/carer contact details
- pupil characteristics, including ethnicity, language, nationality and free school meal or pupil premium eligibility
- safeguarding and child protection information, including court orders and involvement of relevant professionals
- special educational needs and disability information, support plans and provision
- health and medical information, including allergies, medication, dietary requirements and information needed to support health and safety
- attendance and punctuality information, including absence reasons and previous school information
- assessment, attainment and progress information, including statutory assessment data
- behaviour information, including suspensions, permanent exclusions and alternative provision where relevant
- photographs, video and CCTV images where these are used by the school
- catering, school meal, trips, clubs, activities and wraparound-care information
- online safety, filtering and monitoring information where school systems generate records or alerts
- information created through school systems and approved education, safeguarding, communication, payment and curriculum services
- information received from other organisations, including previous schools, the local authority, the Department for Education (DfE), health services, social care and the police where appropriate.

3. Why we use this information

- to provide education, support learning and monitor pupil progress and attainment
- to provide pastoral, SEND, health and safeguarding support
- to promote attendance, wellbeing, behaviour and inclusion
- to keep pupils, staff and visitors safe and manage emergencies
- to manage admissions, school meals, payments, trips, clubs and wraparound care
- to communicate with pupils, parents and carers and share learning and achievements
- to assess and improve the quality of education and school services
- to meet statutory reporting, school census, safeguarding and other legal duties
- to operate secure school systems, including appropriate online safety filtering and monitoring.

4. Our lawful bases for using personal information

The school must have a lawful basis whenever it uses personal information. For its core educational and safeguarding functions, the school will mainly rely on:

- legal obligation - where processing is necessary for the school to meet a legal duty
- public task - where processing is necessary for the school to carry out its official functions or a task in the public interest that has a basis in law
- vital interests - in limited circumstances where processing is necessary to protect someone's life
- consent - only where there is a genuine choice and consent is the appropriate basis, for example some optional uses of photographs or video.

Where we process special category information, such as health, ethnicity or some safeguarding information, we also identify an appropriate condition under Article 9 of the UK GDPR and the Data Protection Act 2018. This may include substantial public interest for safeguarding and statutory functions, or health and social care purposes where applicable.

Our data protection framework is the UK GDPR and Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025, together with relevant education and safeguarding law. We do not use legitimate interests as the default lawful basis for carrying out our public functions.

5. How we collect pupil information

Information may be provided directly by pupils and families or created by the school. We also receive information from previous schools, the local authority, DfE and, where relevant, health professionals, social care, police and other agencies.

Pupil data is essential for the school's operation. Most information required for education, safeguarding and statutory duties is mandatory. Where providing information is optional, we will make this clear at the point of collection. If required information is not provided, the school may be unable to meet a legal duty or provide the relevant education, safeguarding, health or operational service.

6. Photographs, video and CCTV

Images of identifiable pupils are personal data. The lawful basis depends on the purpose. For example, public task may apply where an image is necessary for school administration, identification or safeguarding, while consent may be used for optional publicity or other uses where families have a genuine choice.

Where consent is used, it can be withdrawn at any time. The school will consider safeguarding restrictions and individual objections carefully. CCTV, where used, is operated for defined safety, safeguarding and security purposes and access is restricted to authorised staff.

7. Online safety, filtering and monitoring

The school uses appropriate filtering and monitoring arrangements to help keep children safe online. These systems may process information about use of school devices, networks or online services and may generate reports or alerts relating to potentially harmful or inappropriate activity. Access to this information is restricted to authorised staff and it is handled in line with safeguarding, retention and security procedures.

8. How long we keep information and how we keep it safe

We keep personal information only for as long as it is needed for the purpose for which it was collected and in line with the school's Data Retention Schedule. Pupil records are transferred securely to a pupil's next school where required.

The school uses appropriate technical and organisational measures to protect personal data. Access is limited to people who need it for their role, and data is shared and disposed of securely.

The school's Data Retention information is available on the [Hummersea Primary School website](#).

9. Data stored or processed outside the UK

Some approved technology suppliers may use systems or services located outside the UK. Where personal data is transferred internationally, the school will ensure that an appropriate lawful transfer mechanism and safeguards are in place.

10. Who we share pupil information with

We share information only where there is a lawful reason to do so and only the information that is necessary. Depending on the circumstances, recipients may include:

- schools or education settings a pupil attends after leaving Hummersea
- Redcar and Cleveland Borough Council and other local authorities where appropriate
- the Department for Education and its agencies
- health services, social care, police and other safeguarding partners
- education, SEND and inclusion services and other professionals supporting the pupil
- approved suppliers that provide management information, safeguarding, communication, payment, catering, curriculum, online safety or other school services
- exam, assessment or statutory testing bodies where relevant

- other organisations where the law requires or permits information to be shared.

We do not need consent to share personal information where another lawful basis applies, including where sharing is necessary for safeguarding, a legal duty or the school's public task. Data is shared using appropriate secure methods.

11. Information shared with the Department for Education

The school is required to provide information about pupils to DfE through statutory data collections such as the school census and early years census. This information supports school funding, education policy, accountability, research and statistical purposes.

Some information provided to DfE forms part of the National Pupil Database (NPD). DfE is the data controller for information it processes as part of the NPD and has its own controls over access and data sharing.

Further information is available in DfE's [privacy information for EYFS to Key Stage 3](#) and the [National Pupil Database privacy notice](#).

12. Your data protection rights

Pupils have data protection rights over their own personal information. Depending on the lawful basis and circumstances, these include rights to:

- be informed about how personal information is used
- ask for access to personal information
- ask for inaccurate or incomplete information to be corrected
- ask for personal information to be erased in certain circumstances
- ask for processing to be restricted in certain circumstances
- object to certain processing
- data portability in the limited circumstances where that right applies
- withdraw consent at any time where consent is the lawful basis
- receive appropriate safeguards where solely automated decision-making is used in circumstances covered by data protection law.

These rights are not absolute. Whether a right applies depends on the information involved, the purpose for using it and the lawful basis relied upon.

13. Accessing pupil information and educational records

A pupil can make a subject access request for their personal information under the UK GDPR if they are able to understand and exercise that right. A parent or carer may make a request on a child's behalf where it is appropriate to do so. Subject access requests are normally responded to within one month, subject to the lawful rules on clarification and extensions.

As Hummersea is a maintained school, parents also have a separate right to request access to, or a copy of, their child's educational record under the Education (Pupil Information) (England) Regulations 2005. Written requests must normally be dealt with within 15 school days, subject to the statutory exemptions.

Requests should be made to the Headteacher or Data Protection Officer using the contact details below. We may ask for information to verify identity or authority before disclosing personal information.

14. Data protection complaints

If you are concerned about how the school has collected, used, stored or shared personal information, please contact the school or the Data Protection Officer in the first instance.

The school will provide an accessible way to raise a data protection complaint, acknowledge a complaint within 30 days and take appropriate steps to investigate, keep the complainant informed and communicate the outcome without undue delay.

If you remain dissatisfied, you can complain to the [Information Commissioner's Office \(ICO\)](#).

15. Contact details

Data controller	Hummersea Primary School
Headteacher	Mrs C Grainger
Data Protection Officer	Miss Rose (via the school office)
Contact	01287 641781 office@hummersea.rac.sch.uk
Address	Westfield Way, Loftus, Saltburn, TS13 4XD

16. Review of this privacy notice

This notice was last updated in September 2026. The Data Protection Officer will review it at least annually and whenever there is a significant change to how the school processes personal information. Pupils and families will be informed where a significant change affects how their data is used.

This privacy notice should be read alongside the school's Data Protection/GDPR Policy, Data Retention Schedule, Safeguarding Policy, Online Safety Policy and other relevant notices.