Data Protection Privacy Notice for Pupils & Families

This document describes the information we collect about pupils and their families, and outlines how we use and share this information.

Under data protection legislation, St Cyprian's Greek Orthodox Primary Academy is the data controller of the personal information we hold. The Academy Trust designates the Head Teacher as its representative with regards to data protection.

The postal address of the Academy is: St Cyprians Greek Orthodox Primary Academy, Springfield Road, Thornton Heath, Surrey, CR7 8DZ. For queries, please contact the school office on 020 8771 5425 or by email to office@st-cyprians.croydon.sch.uk.

The term 'parents' in this notice also refers to carers

Why do we collect and use your information?

The Academy collects and stores personal information relating to our pupils and their families, and we may also receive information about them from their previous school, local authority or the Department for Education (DfE). We use this information to:

- Support teaching and learning of children.
- Monitor and report on their progress
- Provide appropriate care and safeguarding for pupils and staff
- Assess the quality of our service
- Comply with our legal obligations
- Ascertain eligibility for the claiming of educational funding.

The information we hold includes names, addresses and contact details, national curriculum assessment results, attendance information, where children move on to when they leave us and other unique pupil identifiers. It may also include sensitive personal characteristics such as ethnic group, language, country of birth, religion, free school meal eligibility, any special educational need, exclusion information and relevant medical information. We also keep photographs of the children for safeguarding and identification reasons.

The information we hold is data that has either been provided to us by you, or other public bodies (such as a previous school or the local authority), or data which we have gathered (e.g. attendance and attainment records) during the course of a child's education. The Academy is obliged to record this information in order to carry out its duties as a public body.

The Academy may identify additional uses of your data, which may be of benefit to children or the school community. Examples may include optional extra-curricular activities, fundraising or promotional activities. We will always seek your consent before using your data for these reasons by issuing a letter that is to be completed by you, which explains the nature and purpose of the data processing activity for which consent is required.

If you give consent, you may change your mind at any time. We do not share information about our pupils or their families with anyone without consent unless the law and our policies require us to do so.

How long is personal data stored for?

Personal data relating to pupils and families is stored in line with the school's Data Retention Policy. We keep information for as long as the law requires us to, and it is deleted when it is no longer required. You can view further details in the policy on our school website or upon request to the school office on 020 8771 5425 or by email to office@st-cyprians.croydon.sch.uk.

Will my information be shared outside of the Academy?

We are legally obliged to share pupil data with the Department for Education (DfE). The DfE use this data for school funding and educational attainment policy and monitoring. Some of this information is the stored on the National Pupil database (NPD).

To find out more about the pupil information we share with the DfE for the purpose of data collections, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

We may also share data with approved third parties or contractors in order to support children's education, health and wellbeing. Examples may include health and SEN support professionals, service suppliers (such as catering, payment processing services and communication tools, eg text messaging).

The information shared may include sensitive personal information such as information about a child's health, special educational needs, or disabilities. This information is used to provide the correct services to support children and is shared on a strictly need to know basis.

How to request access to view your personal data

Under data protection legislation, parents and pupils have the right to request access to view the information that we hold about them. Requests for access to view your personal information must be recorded in writing. You may make a request verbally by speaking to a member of the administrative team at the school office who will record your request.

Alternatively, you may use our Subject Access Request Form or write your own letter addressed to the Head Teacher sent care of our nominated DPO; OpenAIR Systems Limited, Unit 20 Capital Business Centre, Croydon, Surrey, CR2 0BS, or submit an emailed request to stcyprians.sar@openair.systems

Right to Erasure

You have a right to request erasure of your data. Please contact the school office on 020 8771 5425 or by email to office@st-cyprians.croydon.sch.uk should you wish to request this.

How to raise a concern about how we process personal data

If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance by contacting the school office. Alternatively, you can contact the Information

Commissioner's Office by post; Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF by telephone: 0303 123 113 or 01625 545 745 or online at: https://ico.org.uk/concerns/

Further detailed information is available in our Data Protection policy, copies of which are available upon request to the school office on 020 8771 5425 or by email to office@st-cyprians.croydon.sch.uk or can be downloaded from the school website at www.stcypriansprimaryacademy.co.uk.

Revised: July 2025

Reviewed and ratified by Full Academy Trust

Date: 17/07/25

Signed:

Name: ANDREW MANTILAS

Position: Chair of Academy Trust

Date of next review: July 2026