

Privacy Notice - How We Use Pupil Information



Approved by:

The Board of
Governors

Date: 31st of August 2026

Last reviewed on:

1st September 2025

Next review due by:

31st August 2027

This privacy notice outlines how *Eden Park Academy* collects, uses, and shares information about pupils.

Why Do We Collect and Use Pupil Information?

We collect and use pupil information under Article 6(1)(e) of the General Data Protection Regulation (GDPR), as it is necessary to process such information to provide education and carry out tasks in the public interest.

We use pupil data to:

- Support pupil learning.
 - Monitor and report on pupil progress.
 - Provide appropriate pastoral care.
 - Comply with statutory obligations for data sharing.
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Categories of Pupil Information We Collect, Hold, and Share

- **Personal Information:** Name, unique pupil number, date of birth, and address.
 - **Characteristics:** Ethnicity, language, nationality, country of birth, free school meal eligibility, medical information, and special educational needs (SEN).
 - **Attendance Information:** Number of absences and reasons for absences.
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Collecting Pupil Information

Most pupil information you provide to us is mandatory, but some is provided voluntarily. We will inform you whether specific data provision is required or optional in compliance with GDPR.

Storing Pupil Data

Pupil data is retained for as long as required by law or until the pupil leaves *Eden Park Academy*.

Who Do We Share Pupil Information With?

We routinely share pupil information with:

- Schools that pupils transfer to after leaving us.
 - Local authorities.
 - The Department for Education (DfE).
 - Healthcare professionals, such as school nurses or therapists, where required.
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Why We Share Pupil Information

We do not share pupil information without consent unless permitted by law or policy. For instance:

- We are required to share information with the DfE to support funding, educational policy, and attainment monitoring under the Education (Information about Individual Pupils) (England) Regulations 2013.

Data Collection Requirements

To learn more about the DfE's data collection requirements, visit:

[Data Collection and Censuses for Schools](#)

National Pupil Database (NPD)

The NPD is owned by the DfE and contains data about pupils in schools across England.

This data supports research and policy development.

For details about pupil information shared with the DfE and the NPD, visit:

- National Pupil Database User Guide
 - [How the DfE Collects and Shares Research Data](#)
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Requesting Access to Your Personal Data

Under data protection legislation, parents and pupils have the right to:

- Request access to the information we hold about them.
- Object to data processing that may cause harm or distress.
- Prevent processing for direct marketing purposes.
- Have inaccurate data corrected or erased.
- Seek compensation for damages caused by a breach of data protection laws.

For access requests, contact us at:

- Email: admin@theedenschool.com
- Phone: [Insert Contact Number]

If concerns about data usage arise, you can escalate them to the Information

Commissioner's Office (ICO): [ICO Concerns](#)

Contact Us

For further inquiries or concerns about this privacy notice, please contact:

Ajaikumar Irallal Morar

The Data Protection Officer

Email: dpo@theedenschool.com

Phone: 020 3627 5556