

Privacy notices for pupils and staff

Below you will find the DfE suggested text for privacy notices, links to the school census containing information on data items collected, and information on the Ealing May background data collection.

Data protection and GDPR

Providing accessible information to individuals about the use of personal data is a key element of the Data Protection Act 2018 and the General Data Protection Regulation and by law schools must comply.

The most common way to provide such information is through a privacy notice issued as part of, or alongside other communications, for example:

- Start-of-the-school-year information
- Your schools brochure
- Induction pack
- School diary.

Privacy notices should also be provided to staff as their information is collected as part of the school workforce census.

The DfE have updated and improved their suggested text documents and produced an accompanying guide to help schools. They can be found here:

[Data protection and privacy notices DfE \(GOV.UK\)](#)

The following documents contain the DfE suggested text but with the relevant webpage link and data protection officer contact details for Ealing added. These can be used as a starting point for your own privacy notices:

- [Suggested text for educational setting pupil privacy notice](#)
- [Suggested text for workforce staff privacy notice.](#)

[Guide to the general data protection regulations \(ICO\)](#)

[A data protection toolkit for schools \(GOV.UK\)](#)

Protection of children's biometric information in schools

Guidance for schools, sixth-form colleges, 16 to 19 academies and further education institutions wishing to use automated biometric recognition systems.

School workforce census guidance

Full guidance on all items collected in the school census can be found at: www.gov.uk/guidance/school-workforce-census

School census guidance

Full guidance on all items collected in the school census can be found at: www.gov.uk/guidance/complete-the-school-census

How the DfE share pupil and workforce data

Information from the [Data protection: how we share pupil and workforce data - GOV.UK \(www.gov.uk\)](#)

Related content

[Data protection](#)

[School census](#)

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- [Yes](#)
- [Neutral](#)
- [No](#)

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