



# Wood Lane Primary School

## Privacy Notice (For Parents)

May 2018

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### Contents

1. Privacy Notice ( How we use pupils information)
2. The categories of pupil information
3. Why we collect and use this information
4. Collecting pupil information
5. Storing pupil data
6. Who we share pupil information with
7. Why we share pupils information
8. The National Pupil Database
9. Requesting access to your personal data
10. Parents and pupils rights regarding personal data
11. Complaints
12. Contact

# Wood Lane Primary School

## 1. Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

## 2. The categories of pupil information that we collect, use, hold and share (when appropriate) includes, but is not restricted to:

- Personal information (such as name, unique pupil number, date of birth and address)
- Contact details, contact preferences, identification documents
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions with attend, number of absence's and absence reasons)
- Assessment information including internal assessment and externally set tests
- Curricular records
- Safeguarding information
- Details of any support received, including care packages
- Medical information
- Special education needs information
- Behavioural information
- Exclusion information
- Pupil premium information
- Children in service families information
- Photographs

We may also hold data about pupils that we have received from other organisations e.g. other schools, doctors, local authorities & department of education.

## NURSERY ONLY

If attending our nursery you apply for up to 30 hours free childcare, we will also collect:

- Parent/carers details including name, address, date of birth, national insurance to verify eligibility for the 30 hours free grant.

## 3. Why we collect and use this information

- To support pupil learning
- to monitor and report on pupil progress
- to provide appropriate care
- to protect pupil welfare
- to assess the quality of our services
- to comply with the law regarding data sharing

#### **4. Collection pupil information**

While the majority of the information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

#### **5. Storing pupil Data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Records Management Society's toolkit for schools sets out how long we have to keep information about pupils.

#### **6. Who we share pupil information with**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with data protection law), we may share personal information about pupils with:

- The pupils family and representatives
- Schools that the pupils attend after leaving us
- Our local authority – to meet legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Ofsted
- School nurse & NHS
- Social Services
- Financial organisations
- Central and local government
- Security organisations
- Charities and voluntary organisations
- Police forces
- Professional bodies

#### **7. Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and policies allow us to do so. We share pupils' data with the Department for Education on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

#### **8. The National Pupils Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the department. 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice and guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether they release data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting data
- The purpose for which it is required
- The level and sensitivity of data requested and
- The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with the strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of data.

## **9. Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

Miss R Gunn - [r.gunn@woodlane.staffs.sch.uk](mailto:r.gunn@woodlane.staffs.sch.uk)

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means (by a computer or machine rather than a person)
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages cause by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the information commissioner's office at: <https://ico.org.uk/concerns/>

## **10. Parents and pupils rights regarding personal data**

Individuals have a right to make a subject access request to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data. Parents also have the right to make a subject access request to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description off it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with

- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

## **11. Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing please raise this with us in the first instance. To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the information commissioner's office:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **12. Contact**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer.

Miss R Gunn - [r.gunn@woodlane.staffs.sch.uk](mailto:r.gunn@woodlane.staffs.sch.uk)