

## Privacy notice for pupils and their families

### May 2018

#### Introduction

The school is required to collect and hold some personal information on pupils and their families to enable the school to operate.

This privacy notice gives more details on what personal information we collect, why we collect it, when and how we share it with third-parties such as the Department for Education (DfE). The notice also explains your rights with regard to the personal information that we collect and hold.

Wimborne Academy Trust is the responsible body for the personal information controlled by Trust schools. The Trust is subject to the General Data Processing Regulation (GDPR) and is registered as an information controller with the Information Commissioner's Office under registration reference ZA104683.

#### Why do we collect and use your information?

The personal information of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To meet the statutory duties placed upon us for DfE data collections
- To keep children safe

#### Which information is collected?

For the reasons set out above, the school collects and controls the following information:

- Personal information (such as name, pupil number, date of birth, emergency contact details and addresses)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Registration (such as class information and year group)
- Attendance information (such as number of absences and absence reasons)
- Safeguarding information (such as minutes of meetings with external agencies and school staff)
- Assessment information (such as internal assessments, reports and national curriculum assessment results)

- Medical information (such as specific information provided by parents/guardian to ensure pupil safety at school)
- Information relating to SEND (such as current SEND needs, reviews and statements)
- Behavioural information (such as achievements, detentions and number of temporary exclusions)
- Photographs – these will be used to aid our records management and attendance procedures

We collect this personal information directly from pupils and their families and we may also receive information regarding them from their previous school, local authority and/or the DfE.

### **On what basis is the collection and use of this information lawful?**

Where consent is not required:

Personal information: Article 6 of GDPR

- Processing is necessary for providing education and schooling
- Processing is necessary for compliance with our legal obligations
- Processing is necessary to protect the vital interests of you or someone else

Sensitive personal information: Article 9 of GDPR

- Processing is necessary for reasons of substantial public interest
- Processing is necessary to protect the vital interests of you or someone else and you are not capable of providing consent

Where consent is required:

Personal information: Article 6 of GDPR

- You have given explicit consent for personal information to be used for a specific purpose.

Sensitive personal information: Article 9 of GDPR

- You have given explicit consent for personal information to be used for a specific purpose, and the law does not stop us from accepting that consent.

Whilst the majority of the personal information provided to the school is mandatory, some is provided on a voluntary basis. When collecting information, the school will inform you whether you are required to provide this information or if consent is needed.

Where consent is required, the school will ask parent/guardians to provide consent for the collection of the personal information, and will provide information about the reason the information is being collected and how the information will be used.

### **How long is your information stored for?**

In accordance with the GDPR, the personal information is not stored indefinitely; information is only stored for as long as is necessary to complete the task for which it was originally collected.

## Who do we share pupil information with?

We do not share information about our pupils and their families with anyone without seeking specific consent, unless the law and our policies allow us to do so.

Please note, GDPR does not prevent, or limit, the sharing of information for the purposes of keeping children safe. Legal and secure information sharing between schools, children's social care and other local agencies is essential for safeguarding and ensuring children get the support they need. Information can be shared without consent if to gain consent would place a child at risk.

The circumstances under which we share pupil information without seeking specific consent are set out below.

The DfE collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections, under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Information Database (NPD) is managed by the DfE and contains information about pupils in schools in England. We are required by law to provide information about our pupils to the DfE as part of statutory information collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

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

The DfE has robust processes in place to ensure the confidentiality of any information shared from the NDP is maintained. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

We also routinely share pupils' information with:

- Pupils' destinations upon leaving the school
- The local authority
- The NHS including the school nurse
- The police

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under the Education Act 1996. This enables them to provide youth support services and career advice. The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared.

Some of our services are provided by third party acting under contract on our behalf and they may process personal information, in particular in relation to pupil record databases, online payments, homework, assessment, safeguarding, school meals and cloud storage.

## **What are your rights?**

Pupils and their families have the following rights in relation to the processing of their personal information.

You have the right to:

- Be informed about how your personal information is used.
- Request access to the personal information that is held.
- Request that your personal information is amended if it is inaccurate or incomplete.
- Request that your personal information is erased where there is no compelling reason for its continued processing.
- Request that the processing of your information is restricted.
- Object to your personal information being processed.

Where the processing of your information is based on your consent, you have the right to withdraw this consent at any time.

You can contact your school's Headteacher to discuss data protection and processing of personal information. Additionally, the Trust's interim Data Protection Officer is Ross Bowell and he can be contacted on 01202 922670 or by email at [data.protection@wimborneacademytrust.org](mailto:data.protection@wimborneacademytrust.org).

If you have a concern about the way your personal information is being collected or used which cannot be resolved by the school or Trust you can raise a concern directly with the Information Commissioner's Office.

## **Where can you find out more information?**

If you would like to find out more information about how we collect, use and store your personal information, please visit the school website.