

# Pupil privacy notice

Woodcroft School 30.11.21

## **Who processes personal data relating to pupils and their families and carers**

Woodcroft School Limited ('School' or 'we' or 'us') is the data controller of all personal information relating to pupils and their families and carers, which at any time is provided to us ('personal data'). This means the School determines the purpose(s) for which personal data is processed, and the manner of such processing.

In some cases, personal data will be outsourced to a third party processor. However, this will only occur with your consent or if the law requires the School to share such personal data. Where the School outsources personal data to a third party processor, the same data protection standards that the School upholds will be imposed on the third party processor.

Trish Stokes, the School's office manager, is also the School's data protection officer ('DPO'). The DPO's role is to oversee and monitor the School's data protection procedures, and to ensure they are compliant with the General Data Protection Regulations ('GDPR'). The DPO can be contacted on 020 8508 1369 or at [trish@woodcroftschoo.l.net](mailto:trish@woodcroftschoo.l.net)

## **Categories of personal data the School collects, processes, holds and shares**

These categories include:

- personal information (such as name, sex, age, address);
- characteristics (such as ethnicity, language spoken, nationality, country of birth);
- attendance information (such as sessions attended, number of absences and reasons for absences);
- assessment information (such as levels attained);
- medical information (such as accidents, medical conditions, allergies and medication);
- special educational needs information (such as an Education, Health and Care Plan);
- record of behavioural incidents (such as details of incidents and interventions used); and
- safeguarding information (such as records of safeguarding concerns and minutes of multi professional meetings).

## **Why the School collects, uses and processes the personal data**

The School collects, uses and processes the personal data to:

- support pupil learning;
- monitor and report on pupil progress;
- provide appropriate pastoral care;
- assess the quality of our services;
- comply with the law regarding data sharing; and
- safeguard pupils.

## **The lawful basis on which the School collects, uses and processes the personal data**

The School holds the legal right to collect, use and process the personal data. The School may also receive personal information relating to pupils and their families and carers from any previous schools the pupil may have attended, the relevant local authority and/or the Department for Education ('DfE').

The School collects, uses and processes the personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to: Article 6 and Article 9 of the GDPR; Education Act 1996; and Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **Collecting the personal data**

Whilst the majority of the personal data you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, the School will inform you as to whether you are required, or if you have a choice in providing us with certain personal data.

### **Storing the personal data**

The School holds the personal data for thirty years from the pupil's date of birth.

### **Who the School shares the personal data with**

The School shares personal data with: any school the pupil may attend after leaving us; the relevant local authority; the DfE; and the NHS.

### **Why the School shares personal data**

The School does not share the personal data with anyone without consent or unless the law or our policies allow us to do so.

The School shares the personal data with the DfE on a statutory basis. This sharing underpins school funding and educational attainment policy and monitoring.

### **Personal data collection requirements**

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **The National Pupil Database**

The National Pupil Database ('NPD') is owned and managed by the DfE and contains personal data relating to pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This personal data is securely collected from a range of sources, including schools, relevant local authorities and awarding bodies.

The School is required by law to provide certain personal information relating to our pupils and their families and carers to the DfE as part of statutory data collections, such as the school census and early years' census. Some of this personal data is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The DfE may share personal information about our pupils and their families and carers from the NPD with third parties who promote the education or well-being of children in England by: conducting research or analysis; producing statistics; and providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of the personal data the School shares is maintained, and there are stringent controls in place regarding access and use of such data. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of: who is requesting the data; the purpose for which it is required; the level and sensitivity of data requested; and the arrangements in place to securely store and handle the data.

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

For more information about the DfE's personal data sharing process, please visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the DfE, please visit <https://www.gov.uk/contact-dfe>

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

Under data protection legislation, pupils and their families and carers have the right to request access to personal data that the School holds. To make a request for such personal data, or to be given access to your child's educational records, contact the DPO.

You also have the right to:

- object to personal data processing 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;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the GDPR or other relevant regulations or laws.

If you have a concern about the way the School is 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/>

#### **Contact**

If you would like to discuss anything in this Privacy Notice, please contact the DPO.