



Woodfall Primary School

Woodfall Primary and Nursery School

Privacy Notice: How we use pupil information

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

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

We, Woodfall Primary and Nursery School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is: Kim Muir

The categories of pupil information that we collect, hold and share include:

- Your personal information (such as name, unique pupil number and address)
- Your characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Your attendance information (such as sessions attended, number of absences and absence reasons)
- Your assessment/test information
- Any relevant medical information (such as allergies, asthma, regular medication)
- Any Special Educational Needs information (such as diagnosis of conditions, specific targets, reports from the Educational Psychologist, Paediatrician)
- Details of any exclusions (such as reports on the events that led to an exclusion, witness statements)
- Details of any behavioural information (such as reports on specific incidents)
- Photographs (such as photographic evidence of learning and also for our lunch identification system)

Why we collect and use this information

We use the pupil data to help run the school, including:

- to contact you and your parents when we need to
- to support learning
- to check how well you are doing in tests and report on your progress
- to look after your well being
- to track how well the school as a whole is performing
- to comply with the law regarding data sharing
- to provide a lunch

The lawful basis on which we use this information

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- we need to comply with the law
- we need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- Your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using data overlap, and there may be several grounds which mean we can use your data.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold personal pupil data for six years once you, the child has left the school. Data information regarding accidents on the premises are held until you, the child are 22 years of age. Child Protection files are transferred to the child's next school when they leave. They are kept for 25 years.

Who we share pupil information with

- schools that you attend after leaving us
- our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- the Department for Education (DfE)
- NHS staff
- Your family and representatives

Why we share pupil information

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

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools 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 and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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 or 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 DfE releases 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 store and handle the data

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

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

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:

Data Protection Officer

Woodfall Primary and Nursery School

Woodfall Lane,

Little Neston,

Cheshire CH64 4BT

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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer

Woodfall Primary and Nursery School

Woodfall Lane,

Little Neston,

Cheshire CH64 4BT