



Woolhampton Primary School

Privacy Notice for Pupils

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.

Woolhampton C.E. Primary School is the 'data controller' for the purposes of data protection law.

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after yourself at school.

For the same reasons, we get information about you from other places too – like other schools, the local council and the government.

This information includes:

- Personal information (such as name, unique pupil number and address, contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Any medical conditions you may have
- Details of any exclusions/ behavioural information
- Special educational needs information
- Photographs

Why we collect and use this information

We use this data to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Look after your wellbeing;
- Keep a photographic record to support your learning, and
- Assess how well your school is doing.

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:

- You, 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 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 about how to go about withdrawing consent.

Collecting pupil information

Whilst most of the information you provide us with is mandatory, some of it is provided on a voluntary basis.

In order to comply with the General Data Protection Regulations, we will let you know whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold information about you while you are a pupil at our school. We may also keep it after you have left school, where we are required to by law.

We have a record retention schedule which sets out how long we must keep information about pupils.

Who we share pupil information with and why

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- the school nurse

We do not share information about our pupils with anyone without your 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 also required to share information with our Local Authority and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD)

We are required by law, to provide information about you to the Department of Education (a government department) as part of statutory data collections such as the school census and early years' census. 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, you can find out about the personal information we hold and how we use it, by making a 'subject access request' (SAR).

If we do hold information about you we will:

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

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

You also have other rights over how your personal data is used and kept safe including the right to:

- Say that processing your personal data that is likely to cause, or is causing, damage or distress
- Stop it being used to send you marketing materials
- Say that you don't want it to make automated decisions (decisions made by a computer rather than a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed if it is wrong and
- claim compensation for damages if the Data Protection regulations are broken and this harms you in some way

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:
Julie Lowther, Data Administrator, Woolhampton Primary School