



Privacy Notice for Westwoodside Church of England Primary Academy Trust

How we use pupil information

Why do we collect and use your information?

We collect and use personal information under Section 537A of the Education Act 1996, and Section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulations (GDPR)

We use Pupil Data:

- To support pupil learning
- To monitor and report on progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing.
- To safeguard children and young people from harm

Which Data do we collect?

The categories of student information that we collect, hold and share includes the following:

- Personal Information- e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth, and free meal eligibility
- Attendance information – e.g. number of absences and reasons for absence.
- Assessment information – including national curriculum assessment results
- Relevant Medical information
- Information relating to Special Educational Needs and Disability
- Behaviour information - e.g. number of exclusions

Whilst the majority of the personal data you provide to the Academy is mandatory, some is provided on a voluntary basis. In order to comply with GDPR when collecting data, the academy will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the academy will provide you with specific and explicit information with regards to the reasons the data is being collected and how it will be used.

How long is your data stored for?

Westwoodside Church of England Primary Academy will keep personal information either on computer or paper. We hold pupil data securely until that pupil leaves to attend a new school. The information we hold will then be transferred to your new school, where it will be retained until the pupil is 25 years old. After this time they will be safely and securely destroyed.

Will my information be shared?

The Academy is required to share student data with the Local Authority, The National Health Service and DfE on a statutory basis. This data sharing underpins Academy funding and educational attainment policy and monitoring. We are required to share pupil data under Education (Information about Individual Pupils)(England) Regulations 2013. To find out more information about data collection requirements placed on us by the DfE: 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. The 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 school census. Some of this information is then stored in the NPD. To find out more about NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The DfE 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 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 the 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 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 DfE has provided pupil information to and for which project please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Requesting access to your personal data

Under GDPR, parents and pupils have the right to request access to personal information that we hold. To make a request please write to Miss J Richardson Head teacher.

The Academy will issue a Data Collection Sheet on an annual basis to ensure that information we hold is accurate and up to date.

What are your rights?

Parents and students have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Westwoodside Church of England Academy uses your personal data
- Request access to the personal data that Westwoodside Church of England Academy holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of data is restricted
- Object to your personal data being processed.

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

If you have any concerns about the way in which Westwoodside Church of England Academy and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioners Office (ICO). <https://ico.org.uk/concerns/>.

The ICO can be contacted on 0303 123 1113, Monday – Friday 9.00am – 5.00pm.

Where can you find more information?

If you would like to find out more information about how we and /or the DfE collect, use and store your personal data, please visit our website <http://westwoodside.n-lincs.sch.uk/> to access our Data Protection Policy.

Declaration

I, (name of individual)_____ (relationship to child)_____

Declare that I understand

- Westwoodside Church of England Academy has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements
- How my data is used
- Westwoodside Church of England Academy may share my data with the DfE and subsequently the LA
- Westwoodside Church of England Academy will not share my data with any third party processors without my consent, unless the law requires the academy to do so.
- Westwoodside Church of England Academy will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My Data is retained in line with the Academy Data Protection Policy
- My rights to the processing of my personal data
- Where I can find out more information about the processing of my personal data.

Name of Student_____ **Year**_____

Signature of Parent/Carer_____

Date_____