



Wootton Primary School

Privacy Notice – for parents and carers

Privacy Notice: Parents & Carers

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.

Why do we collect and use pupil information?

We use the pupil data:

- to support pupil learning;
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing;
- to allow students to enter public examinations;
- to provide a rewards structure;
- to track how well the school is performing as a whole.

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

- Personal information (such as name, unique pupil number and address);
- 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);
- Assessment information including grades, targets, levels and progress;
- Relevant medical information;
- Special Needs information;
- Information on behaviour and incidents, if applicable, at the school including suspension/exclusion.

Why do we collect parent information?

- to allow for contact in emergency;
- to report on pupil progress;
- to provide appropriate pastoral care;
- to enable payment of fees;
- to allow access to the catering system.

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

- personal information (such as name, address, email addresses, telephone number);
- characteristics (such as ethnicity, nationality);
- banking details.

The lawful basis on which we use this information

The lawful basis on which we collect and use pupil information is:

- In order to carry out our ***public interest*** duties from Article 6 from the GDPR – May 2018
- To carry out the ***obligations of*** and ***legitimate interests*** of the school under Article 9 from the GDPR – May 2018

Collecting pupil and parent 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 and parent data

We hold pupil data for up to seven years after they leave the school or 25 years from the pupils DOB. We hold SEN information for a minimum of 35 years. If any safeguarding information has been recorded about a child, we are required to archive those records for the lifetime of that child.

Who do we share pupil and/or parent information with?

We routinely share pupil and parent information with:

- schools/academies that the pupil's attend after leaving us - please see below
- our local authority – please see below
- the Department for Education (DfE) - please see below
- Parentpay – to operate financial services
- SIMs – information management system – contact details, pupil attendance, address, etc
- Kingswood catering – to operate the catering services
- School Comms – to operate school communications (texts and email)
- Piota – for the school app
- Tapestry – for tracking pupil's progress in Reception
- Insight – for tracking pupil's progress across the school
- MyMaths – for homework for children

- TT Rockstars – practicing timestables
- SPAG.com – for KS2 children to practice spelling and grammar for homework
- Access Control Solutions - CCTV company
- Plumsun – accident reports & Education Visits risk assessments

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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

NOTE: Pupil referral units are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 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 pupil information we share with the department, for the purpose of data collections go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupildatabase-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;
- 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-pupildatabase-requests-received>

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

Requesting access to your personal data

Under data protection legislation, parents 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 Mr Nairn in the first instance.

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, you should raise your concern with us in the first instance. You can then contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> if you continue to have concerns.

Contact:

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

Mr Jamie Nairn, Headteacher. Email: head@wootton.northants-ecl.gov.uk

**The DPO (Data Protection Officer for the school) Warwickshire Education Services, School DPO Service
01926 412859**