WICKHAM
CHURCH OF ENGLAND
PRIMARY SCHOOL

Privacy Notice for Parents and Pupils

(How we use personal information)

Approved by Headteacher: January 2025
Review Date: January 2028

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning;
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services and how well our school is doing;
- Statistical forecasting and planning;
- to comply with the law regarding data sharing.

Which Categories of Personal Information do we Collect, Hold and Share?

We collect, hold and share the following categories of 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) and exclusions;
- Assessment information Modes of travel;
- Relevant medical, special educational needs and behavioural information.

The General Data Protection Regulation allows the school to collect and to use pupil information, with consent of the data subject, under the following remits:

- where we are complying with a legal requirement;
- where processing is necessary to protect the vital interests of a data subject or another person;
- where processing is necessary for the performance of a task to be carried out in the public interest or in the exercise of official authority vested in the controller;

- When the personal information is Special Category Information, we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or of another individual.

Our legal basis for requiring and for processing this data is set out in the Education Act 1996, 2002 and 2011, The Children Act 1989 and 2004, the Education and Skills Act 2008, the Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Wickham CE Primary School collects and uses pupil information to comply with legal obligations and the protection of vital interests as set out in the GDPR Article 6 (lawfulness of processing) and Article 9 (processing of special categories of personal data).

Collecting Personal Information

Whilst the majority of personal information you provide to the school is mandatory, some of it is provided 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 personal information to us or if you have a choice in this matter. Where we are using your personal information only based on your permission, you may ask us to stop processing this personal information at any time.

With whom do we Share Pupil Information?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us our local authority;
- Children's Services;
- the Department for Education (DfE);
- Health Professionals (school nurse, educational psychologist, speech and language;
- CAMHS, EMTAS);
- SEND professionals or educational settings.
- School photographer

Why we share pupil information

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

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, visit the following website: www.gov.uk/education/data-collection-and-censuses-for-schools.

The National Pupil Database (NPD)

The National Pupil Database (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 Department for Education 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 www.gov.uk/education/data-collection-and-censuses-for-schools.

To find out more about the NPD, go to 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;
- 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: www.gov.uk/data-protection-how-we-collect-and-share-research-data.

For information as to which organisations the department has provided pupil information, please visit the following website: www.gov.uk/government/publications/national-pupil-database-requests-received.

The DfE can be contacted through the following website: 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 the school holds. To make a request for your personal information, or be given access to your child's educational record, contact the school's Data Protection Officer in the School Office.

You also have the right, subject to some limitations 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;
- 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 the school, in the first instance, or directly to the Information Commissioner's Office at https://ico.org.uk/concerns.

School Contact

If you would like to discuss anything in this privacy notice, please contact the Senior Admin Officer, who also fulfils the role of the school's Data Protection Officer.