



# Privacy Notice - Parents and Pupils



# Privacy Notice - For Parents and Pupils

## How we use pupil information

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, photographs, unique pupil number, contact details and address)
- characteristics (such as ethnicity, religion, language, nationality, country of birth and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs information (such as EHCPs, applications for support, care or support plans)
- relevant medical information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment - internal and external set tests (such as key stage 1 and phonics results, and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

We may also possess data about pupils from other organisations, including from other schools, local authorities and the Department for Education. For the current list of categories of information we process please see our Data Asset Register which you can ask for at the school office or by emailing [admin@westberryfederation.org.uk](mailto:admin@westberryfederation.org.uk).

## Why we collect and use pupil information

The personal data collected is essential for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil and parent information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral and medical care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to inform you about events and other things happening within our schools

Under the General Data Protection Regulation (GDPR), the lawful bases on which we rely on for processing pupil information are normally:

- for the purposes of performing a task in the public interest or to fulfil our official functions, which has a clear basis in law.

Occasionally we may also process pupil and parent information in situations where:

- we have obtained the data subjects consent to use it in a certain way
- we need to protect a pupil's vital interests
- we need to process the data to comply with our legal obligations.

If you have given consent for your data to be shared this can be withdrawn at any time and this will be made clear when you give consent.

## Collecting pupil information

We collect pupil information via registration forms at the start of the school year or from a Common Transfer File (CTF) or secure transfer from a previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

## Storing pupil data

We hold pupil data securely for the whole time a child is attending West Berry Federation. The data will follow each child to their new school when he / she leaves us. However, if there is a legal obligation to retain any information regarding a pupil after this time it will be retained in line with our retention policy.

We have data protection policies and procedures in place to ensure all data is kept securely and legally. These policies and procedures are regularly reviewed. For more information on our data retention schedule and how we keep your data safe, please visit:

[https://docs.wixstatic.com/ugd/990e9a\\_54bf7fbf8f074afd90fcd284a16e6075.pdf](https://docs.wixstatic.com/ugd/990e9a_54bf7fbf8f074afd90fcd284a16e6075.pdf)

## Why we regularly share pupil information

We do not share information about parents or pupils with anyone unless we have a legal obligation or we have specific consent to do so.

## Who we share pupil information with

We are required to share information about our pupils with our Local Authority and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013. We also pass on pupil data to the child's new school after they have left us.

Where there is a legal requirement or it is necessary (and complies with data protection law) we may also share information with:

- The NHS and health professionals
- Examination boards
- Suppliers and service providers
- Central government
- Babcock LDP (working on behalf of the Local Authority)
- Ofsted
- Professional advisors and consultants
- Police, courts, tribunals
- The pupils family and representatives
- The pupils future, previous schools and other current Early Years setting, if applicable
- Our auditors

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department

for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

## Requesting access to your personal data

Under data protection legislation GDPR, 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 our Data Protection Officer, Jo Williams.

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data please raise these concerns with us in the first instance by contacting our Data Protection Officer on the details below.

You can also lodge a complaint with the Information Commissioner's Office -

- Online: <https://ico.org.uk/concerns>
- Call: 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated September 2020.

## Contact

If you would like to discuss anything in this privacy notice, please contact:  
Jo Williams, Data Protection Officer.  
01271 863461 / 883493.  
[admin@westberryfederation.org.uk](mailto:admin@westberryfederation.org.uk)

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## 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)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to

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

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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