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## Privacy Notice (How we use student information)

### The categories of student information that we collect, hold and share include

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address).
- Characteristics (such as ethnicity, language, and free school meal eligibility).
- Safeguarding information (such as court orders and professional involvement).
- Special educational needs (including the needs and ranking).
- Medical and administration (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 (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results).
- Behavioural information (such as exclusions and any relevant alternative provision put in place).
- Photographs.
- CCTV images captured in school.
- Management processes for administering admissions, catering and free school meals, trips and activities.
- Identity management/authentication, including biometrics and swipe cards.

### Why we collect and use this information

We use the student data:

- To support student learning.
- To monitor and report on student attainment progress.
- To provide appropriate pastoral care.
- To assess the quality of our services.
- To keep children safe (food allergies, emergency contact details).
- To comply with the law regarding data sharing.

### The lawful basis on which we use this information

We collect and use student information when the law allows us to under the Education Act 1996, the Data Protection Act 2018 and GDPR, including Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data'.

Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting student information**

We collect pupil information via data collection forms (paper and online) when a student joins the school or by Common Transfer File (CTF) or secure file transfer from previous school.

Student data is essential for the schools' operational use. Whilst the majority of student information you provide to us is mandatory, some of it 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 student information to us or if you have a choice in this.

### **Storing student data**

We hold student data for 6 years following a student's last entry which would be when they reach 25 years of age.

### **Data sharing**

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about students with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education – to meet our legal obligations to share certain information with it.
- The student's family and representatives.
- Educators and examining bodies – to enable them to provide the service we have contracted them for.
- Our regulator Ofsted – to meet our legal obligations to share certain information with it.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Financial organisations – to enable them to provide the service we have contracted them for.
- Central and local government – to meet our legal obligations to share certain information with it.

- Our auditors – to meet our legal obligations to share certain information with it.
- Survey and research organisations – to enable them to provide the service we have contracted them for.
- Charities and voluntary organisations – to enable them to provide the service we have contracted them for.
- Health authorities – to meet our legal obligations to share certain information with it.
- Security organisations – to enable them to provide the service we have contracted them for.
- Health and social welfare organisations – to meet our legal obligations to share certain information with it.
- Professional advisers and consultants – to enable them to provide the service we have contracted them for.
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with them.
- Professional bodies – to enable them to provide the service we have contracted them for.

### **National Pupil Database**

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the [National Pupil Database \(NPD\)](#), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations that promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD

### **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>.

### **Youth support services**

Once our students reach the age of 13, we are legally required to pass on certain information about them to Worcestershire County Council and Department for Education, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services. Parents/carers, or students once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Worcestershire County Council.

## **Requesting access to your personal data**

Under data protection legislation, parents and students 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 Kim Williams – [office@cwlc.email](mailto:office@cwlc.email) or 01905 423906.

You also have the right:

- To ask us for access to information about you that we hold.
- To have your personal data rectified, if it is inaccurate or incomplete.
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- To restrict our processing of your personal data (i.e. Permitting its storage but no further processing).
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

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 let us know by contacting Kim Williams – [office@cwlc.email](mailto:office@cwlc.email) or 01905 423906.

## **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time – available on our website under 'Policies'. This version was last updated on 16 April 2019.

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*