



Warden Park

'The Best From All'

Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Once our pupils reach the age of 13, the law requires us to pass on certain information to West Sussex County Council and if appropriate to neighbouring local authorities who have responsibilities in relation to the education and/or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to West Sussex County Council, by informing Mrs Anne Stoneley, PA to Headteacher. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please visit the local authority website.

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security

arrangements and retention and use of the data.

Biometric Data: Warden Park use an automated biometric fingertip recognition system which is used to purchase food and drink items from Parkes canteen. The system takes measurements of the fingerprint; it does not capture a complete image so the original fingerprint cannot be recreated from the data. Parents or students may withdraw their consent at any time; alternative arrangements will be made for these students.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you want to see a copy of the information we hold and share about you then please contact Mrs Anne Stoneley, PA to Headteacher. If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please contact the LA or DfE as follows:

Sue Bryan, Resources and Performance, Adults and Children's Services
West Sussex County Council
County Hall
Chichester PO19 1RF

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
www.education.gov.uk
info@education.gsi.gov.uk
Tel: 0870 000 2288

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

Changes to our Privacy Policy

If we decide to change our privacy policy, we will post those changes on this page.

Contacting Us

If there are any questions regarding this privacy notice and information you may contact us using the information below.

Registered Office:
Broad Street
Cuckfield
Haywards Heath
West Sussex
RH17 5DP

Tel 01444 457881

Email: admin@wardenpark.co.uk