



## Privacy notice for pupils and their families

In accordance with the Data Protection Act 1998, when a school collects personal data about a person, it must make that information available to the individual. Schools can use this template privacy notice to detail to parents and pupils how their personal data may be collected and used.

### **The Data Protection Act 1998: How we use your information**

In line with section 114 of the Education Act 2005, section 537A of the Education Act 1996, and section 83 of the Children Act 1989, the school holds the right to process personal data relating to pupils at Webster Primary School and their families, and may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department for Education (DfE). We use this personal data to:

- Support our pupils' learning.
- Monitor and report on pupils' progress.
- Provide appropriate pastoral care.
- Provide statutory services, e.g. assessment for free school meals eligibility.
- Protect and safeguard our pupils.
- Assess the quality of our services.

The personal data we collect includes contact details, national curriculum assessment results, attendance information, any exclusion information, data regarding pupils' next schools or educational institutions, and personal characteristics, such as ethnic group, any special educational needs and disabilities (SEND) pupils may have, and relevant medical information.

We are required to pass on certain personal information to our LA and the DfE. Our LA uses personal information about pupils to whom it provides its services, in order to carry out its statutory functions; this may include a SEND assessment, assessment for free school meals eligibility, the admissions process, or to provide information for support services. The LA also uses personal information to derive statistics which inform future decisions and assessments of the performance of the school.

The LA and/or DfE may also share information with other organisations where appropriate, and in accordance with the Data Protection Act 1998; this includes, but is not limited to, the following:

- Primary care trusts
- The police

- Providers of youth support services in the area
- Other LAs
- FE institutions

The DfE may also share pupils' personal data supplied to them with third parties, though this will only occur where it is a legal requirement and in compliance with the Data Protection Act 1998. Decisions regarding whether the DfE releases this personal data to third parties are subject to a robust approval process, and are based on a detailed assessment of the person who is requesting the data, why it is required, the level and sensitivity of data requested, and the arrangements in place for storing the data. To gain access to pupil level personal data, requestors must comply with the terms and conditions surrounding the confidentiality and handling of data, security arrangements, and retention and use of data.

In line with the Data Protection Act 1998, the school will not hold personal data "for longer than is necessary for that purpose or those purposes". In order to ensure that the school is fully compliant with procedures within the local area, Webster Primary School will liaise with the LA and/or DfE to clarify storage and retention arrangements for sensitive data. All data, including confidential and sensitive information, will be processed in accordance with the procedures outlined in the school's Data Protection Policy.

It should be noted that, if someone has a concern regarding the way in which the school is handling data, this concern should initially be raised with the school by contacting the Principal and the school will strive to resolve this issue. Concerns can include those in relation to the security, accuracy or retention period of information, what information has been collected and what information has been disclosed.