



**Privacy Notice for Parents and Pupils  
How we use your information  
2018/19**

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## **Who are we?**

Woodlands school is part of the Unity MAT who is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Unity MAT is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA294510.

You can contact the Academy Trust as the Data Controller in writing at:

Woodlands School

Packington Lane

Coleshill

B46 2JA

Tel: 01675 463590

Email: [admin7047@welearn365.com](mailto:admin7047@welearn365.com).

## **What is a Privacy Notice?**

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

## **What is Personal Information?**

Personal information relates to a living individual who can be identified from that information.

Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

## **What personal information do we process about pupils and parents?**

The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, date of birth, unique pupil number and home 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.
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions/behavioural information, post-16 learning information.
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.
- Photographs

## **Why do we collect and use personal information?**

We use pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

## **Collecting pupil/parent information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us 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 pupil information to us or if you have a choice in this.

## **What are the legal reasons for us to process your personal information?**

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

### **1) To comply with the law**

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the Academy Trust by law. We therefore are required to process personal information for such purposes even if you have not consented to us doing so.

### **2) To protect someone's vital interests**

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

### **3) With the consent of the individual to whom that information 'belongs'**

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

### **4) To perform a public task**

It is a day-to-day function of the Academy Trust to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported

## **Special category personal information**

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial public interest

- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the public interest

### **Who might we share your information with?**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- School to school networks to securely send pupil records when joining/leaving school
- the Department for Education (DfE)
- Sims Capita – to operate the school information management system
- Examining bodies (OCR, ASDAN, WJEC, Pearson) including external moderators – to enable access to public exams
- Our regulator e.g. Ofsted, Independent Schools Inspectorate to fulfil its obligations to ensure the schools performance
- Cool milk – administer account to supply milk
- NHS Trust – Multi disciplinary Health Teams

We occasionally have to share information with:

- Police forces, courts, tribunals
- Professional advisers and consultants
- Health and social welfare organisations

We do not share information about our pupils or parents unless the law and our policies allow us to do so.

Please see below Third party suppliers and service providers we share personal information with to enable them to provide the service we have contracted them for:

- Parentpay - to manage payments relating to pupils
- Class Dojo – to operate home school communication system
- Seesaw – to operate home school communication system
- Tapestry– to operate home school communication system
- Educaterers – to operate catering services
- Teachers2parents text service – to operate school communications
- Health and social welfare organisations – to provide health and pastoral support
- Cpoms – Evidence based incident monitoring
- Solar and Leafhopper – Web-based pupil assessment tool
- Boccia England – National Governing Body (NGB) for boccia in England. Manage membership
- BehaviourWatch – Evidence based incident monitoring
- EducationCity – Web-based pupil resources
- PurpleMash – Web-based pupil resources
- Help Kids Learn – Pupil assessment tool
- Accelerated Reader – Test & resource tool
- Mathletics – Mathematics resources
- Junior Librarian – Reading resources
- BKSB – Peronalised learning resource
- Kidblog – School & home writing resource
- Bug Club – Web-based pupil resources

- Scratch – Web-based pupil resources
- Autocad – Web-based pupil resources
- Soundtrap – Web-based pupil resources
- Wix – Web-based pupil resources
- Evolve - Web-based educational trip support aid
- Junior Librarian - Web-based library management system
- Coleshill Leisure Centre – to access gym and coaching
- Elite Academy Sports – to offer a wide range of sports coaching
- Sky blues in the community, Official charity arm of Coventry City Football Club - offering traditional football development activities
- Warwickshire Music Service – to deliver music lessons

### **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>.

### **What do we do with your information?**

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

### **How long do we keep your information for?**

In retaining personal information, the Academy Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **What are your rights with respect of your personal information?**

Under data protection law, 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 to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

**\*\*Please ensure you specify which school your request relates to.**

You 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
- 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 us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Review**

The content of this Privacy Notice will be reviewed 25 May 2019