

Wild Bank Community School – Privacy Notice

We collect, use 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). The Education Act 1996 and Article 6, Article 9 of the new GDPR laws, provide some of the underpinning purposes for data collection. (Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject. Article 9 (GDPR) condition: For substantial public interest on legal basis.)

For information of the legal framework for educational collection purposes– this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>]

We use this personal data to:

- support our pupils' learning;
- monitor and report on their progress;
- provide appropriate pastoral care;
- assess the quality of our services;
- to comply with the law regarding data sharing;
- to have accurate medical information on each child;
- to have emergency contacts for each child.

This information will include their contact details, National Curriculum assessment results and other assessment information, 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.

Information and images in literature or on the school website

In addition, the school will occasionally include information or images of your son/daughter on the school website. Please let the school know if this presents a problem to you and the school will take steps to ensure this information is not included. Parents need to be aware that at times the school may be legally bound to provide information to other bodies such as the police, for example, which the school will try to do with the knowledge of the relevant parent(s).

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and 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)
- Assessment information,
- Relevant medical information,
- Special educational needs information,
- Exclusions
- Behavioural and welfare information

Collecting pupil 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.

Storing pupil data

We hold pupil data for the duration of your child being at this school.

Who do we share pupil information with?

The Education Act 2002 and the Children's Act 2004 place a duty on local authorities and their partners to cooperate in promoting the well-being of children and young people and to make arrangements to safeguard and promote the welfare of children. Partners in this context includes:

- Schools that the pupil's attend after leaving us
- Our Local Authority
- The Department for Education (DfE)
- School nurse
- Local NHS services and health service providers
- Social Care
- Police
- OFSTED

Why we share pupil information

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We only provide basic pupil information to our information system contractors, e.g. *Classroom Monitor* (our pupil assessment system).

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

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)

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

The **Standards and Testing Agency** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DfE in order for it to compile statistics on trends and patterns in levels of achievement. The Standards and Testing Agency uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Local Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

If you need more information about how our Local Authority and/or DfE collect and use your information, please visit:

- our Local Authority at Tameside Council or
- the DfE website at Department for Education

Requesting access to your personal data

Under data protection legislation, 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 the Head Teacher

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/>

Contact:

If you would like to discuss anything in this privacy notice, please contact the Head Teacher.