



Waynflete Infants' School

Academy for Early Learning

Privacy Notice: For Pupils and Their Families

This notice is to help you understand **how** and **why** we collect personal information about you and your child and **what** we do with that information. It also explains the decisions that you can make about your own information.

The categories of pupil 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 and disabilities (SEND) information (including the needs and ranking)
- Medical and Administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment information (such as Key Stage 1 and phonics results)
- Information on behaviour and incidents, if applicable, at the school including suspension/exclusion and any relevant alternative provision put in place
- Information on trips, clubs and activities
- Free School Meal (FSM) and Pupil Premium (PP) eligibility

This list is not exhaustive, to access the current list of categories of information we process please contact the School Business Manager.

Why do we collect and use pupil information?

We collect and use pupil information for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment and progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education and the Government
- to comply with the law regarding data sharing
- to provide a rewards structure
- to track how well the school is performing as a whole

Why do we collect parent information?

- to report on pupil progress
- to provide contact details in case of emergency
- to allow access to the catering system
- to allow access to the cashless payment system

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

- personal information (such as name, address, email addresses, telephone number)
- characteristics (such as language)

The lawful basis on which we use this information

We only collect and use pupils' personal data when the law allows us to. 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 pupils' personal data in situations where:

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

Where we have obtained consent to use pupils' 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 pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Under the UK General Data Protections Regulation (UK GDPR) the lawful bases we rely on for processing pupil information are:

- In order to carry out our **public interest** duties from Article 6 from the UK GDPR
- To carry out the **obligations of** and **legitimate interests** of the school under Article 9 UK GDPR

Collecting pupil and parent information

We collect pupil and parent information via registration forms completed by parents & carers when a child starts at our school, Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. 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 and we will tell you what you need to do if you do not want to share this information with us.

Storing pupil and parent data

Pupil data is held for a specific period of time depending on what it relates to;

- Educational records - held while the pupil remains in our school
- SEN records - date of birth of the pupil plus 25 years
- Child protection records which are held separately to the educational file - date of birth of the pupil plus 25 years
- Accident records (for serious accidents) - date of birth of the pupil plus 25 years
- Attendance records - date of record plus 3 years
- Authorised absence records - current academic year plus 2 years
- Assessment data - current year plus 6 years

Who do we share pupil and/or parent information with?

We routinely share pupil and parent information with:

- Schools that the pupils attend after leaving us
- Our local authority
- the Department for Education (DfE)
- Fresh Start Catering Limited – to operate the catering services & to order school meals
- School Nurse/NHS
- Wonde – to provide attendance information to the DfE
- My Concern (The Safeguarding Company) – online safeguarding tool
- GL Assessment – Lucid – Dyslexia Assessment
- RS Assessment – SNAP – SEN Assessment
- Reading Eggs – online reading resource
- School Comms – to operate school communications
- Scholarpack- management information system, attendance and personal data
- sQuid – to process online payments
- Studybugs – absence reporting & attendance monitoring
- Tapestry- Foundation assessment data
- TurnItOn – support for management information system
- Easi PC- ICT support
- Civica Resource 32000 – finance system

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. 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 are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Requesting access to your personal data

Under GDPR, 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 Mrs Sue Parry (bursar@waynflete.northants-ecl.gov.uk) in the first instance

You also have the right to:

- 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 the Department for Education (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 Mrs Sue Parry, bursar@waynflete.northants-ecl.gov.uk.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in June 2023.

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Mrs Sue Parry

Email: bursar@waynflete.northants-ecl.gov.uk

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data Collection Requirements

To find out more about the data collection requirements 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.

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

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities

- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with the Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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