



Welley Road

Wraysbury, Staines

TW19 5DJ

Headteacher: Mrs A Fox

Privacy Notice for Parents and Carers

Produced by: Alison Fox

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Privacy Notice (How we use pupil information)

Wraysbury Primary School is a data controller and, as such, is registered with the ICO and complies with the principles of the General Data Protection Regulation 2018 (GDPR) which replaces the Data Protection Act 1998.

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

- Personal information (such as name, unique pupil number and address)
- Parental / Carer Information
- 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)
- Pupil assessment information
- Medical Needs
- Dietary Requirements
- Special Educational Needs information
- Behavioural information
- Child Protection Information
- Accident / incident records

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to support pupil health and wellbeing
- to ensure child protection and safeguarding
- 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 support Pupil Premium eligible pupils
- with parental / carer permission photographs are used for in-school displays, school prospectus, school website to support learning and provide information about the school
- to communicate with parents / carers

The lawful basis on which we use this information

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 section 1 and Article 9 section 2 of the General Data Protection Regulation 2018.
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

Collecting pupil information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. If your consent is required, you will be able to withdraw your consent at anytime, by contacting the school office by email to wraysbury@rbwm.org.uk

Storing pupil data and disposal

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected in line with “Retention of Documents” guidance.

Pupil records are transferred to the pupil’s next school electronically via Secure S2S access site and paper records are either hand delivered by the school or sent via secure post.

Child Protection files are transferred to the pupil’s next school when they leave. Any records that are held in a separate file are retained for pupils DOB plus 25 years.

Special Educational Need pupil records are retained for DOB plus 25 years.

Information is stored electronically on the school secure network protected by passwords and hard copies are kept in secure storage.

Hard copies will be destroyed on site (security rated shredding equipment) or in the case of bulk disposal will be bagged and sealed by school staff and destroyed by a specialist confidential waste disposal company conforming to and accredited to BS EN15713:2009 standards. A certificate of destruction will be obtained.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority and other local authorities for other local authority pupils attending the school
- the Department for Education (DfE)
- HSE – major accident reporting
- School Nurse / NHS
- School meals provider – Caterlink
- Bikeability – cycling proficiency – consent obtained

- School photographer – consent obtained
- School milk scheme – Cool Milk – consent obtained
- In some instances we may share information with third party companies. We have engaged their services to enable us to store and use pupil data within the school. These companies are also duty bound to comply with the GDPR regulations. The following 3rd party companies are engaged by the school:
 - Capita
 - Target tracker
 - My Maths
 - Tucassi

Why we 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 our local authority (LA)/ other local authorities (OLAs) relating to OLA pupils and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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 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>

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 in the first instance the school business manager (primary data protection administrator).

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, we request that you raise your concern with us in the first instance. See contact details below. Alternatively, you can contact the school nominated Data Protection Officer , Martin Tubbs (RBWM) dpa@rbwm.gov.uk tel: 01628 796945 or 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:

School data protection administrator – Jayne Hosmer (Admin Assistant)
Tel: 01784 482603 Email: wraysbury@rbwm.org.uk