

# WYE FOREST FEDERATION ST. BRIAVELS AND REDBROOK PRIMARY

---



## Wye Forest Federation data privacy notice for pupils and their families

### Who processes your information?

Wye Forest Federation is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. **Sarah Helm** acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on **01594 530428** or **head@wff.gloucs.sch.uk**.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Wye Forest Federation upholds are imposed on the processor.

**Richard Morley** is the data protection officer. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on **07779 235911** or **rmorley@schoolpro.uk**.

### Why do we collect and use your information?

Wye Forest Federation holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. 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 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- The Schools Admissions Code
- Keeping Children Safe in Education

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To communicate effectively about school

## **Your Consent**

Sometimes we need your consent to collect or use your data (for example, using pupils' photographs on the Federation website) We will make it clear when we need your agreement to collect or use your data in a certain way. Where you have given us consent, you have the right to withdraw it at any time.

## **Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Names, Telephone numbers and email address of Parents or Carers
- Names and Contact Information of Relatives or Family Friends who have permission to collect children from school

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. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

## **How long is your data stored for?**

We hold your data securely either on our school network, external servers or in locked filing cabinets. Offices containing secure data have restricted access. We also make sure that people only have access to data that they need for their job and not necessarily everything we hold about you. Access to any sensitive personal data is strictly restricted to only those who need to see it.

Personal data relating to pupils at Wye Forest Federation and their families is stored in line with the school's GDPR Data Protection Policy and Records Management Policy. 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 and is then disposed of as outlined in our records management policy.

## **Will my information be shared?**

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- School Census Data Collections
- Performance Data

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Wye Forest Federation is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Wye Forest Federation will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA and DFE
- The NHS

The information that we share with these parties includes the following:

- Names and contact Information including address
- Ethnicity
- School Attendance data
- School attainment data
- Parent contact information
- Free school meal eligibility
- SEN data as needed
- Child protection concerns, or information related to an ongoing situation

### **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Wye Forest Federation uses your personal data.
- Request access to the personal data that Wye Forest Federation holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Wye Forest Federation and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

**Where can you find out more information?**

A copy of our GDPR Data Protection Policy is available on our website.