

# Privacy Notice (How we use pupil information)

Willowbrook School is the Data Controller for the use of personal data in this privacy notice

## The categories of pupil information that we process include:

- Personal information 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 and information as necessary to keep a child safe)
- Special educational needs (including the needs and ranking, Individual Education Plans, reports from professionals e.g. Educational Psychologists)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage results, teacher assessment and special educational needs)
- Behavioural information (such as exclusions and any relevant alternative provision put in place, behaviour incidents, merits)

This list is not exhaustive; to access the current list of categories of information we process please see the school website [www.willowbrook.devon.sch.uk](http://www.willowbrook.devon.sch.uk)

## Why we collect and use pupil information

Willowbrook School 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. The personal data collected is essential for the school to fulfil their official functions and meet legal requirements as 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

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to safeguard pupils
- d) to provide appropriate pastoral care
- e) to assess the quality of our services
- f) to keep children safe (food allergies, or emergency contact details)
- g) to meet the statutory duties placed upon us by the Department for Education

## Collecting pupil information

We collect pupil information via the completion of Data Collection Sheets upon registration with the school or via a Common Transfer File (CTF) or secure file transfer from a 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 requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, 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 data

Willowbrook School holds personal data relating to pupils and their families in line with the school's GDPR Data Protection Policy and statutory requirements for reasons such as safeguarding and child protection. Data is stored securely and only for the set amount of time shown in our data retention schedule as is necessary to complete the task for which it was originally collected.

For more information on our data retention schedule and how we keep your data safe, please visit [www.willowbrook.devon.sch.uk](http://www.willowbrook.devon.sch.uk)

## Who we share pupil information with

Willowbrook School is required to share pupil's data with the DfE on a statutory basis.

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our Local Authority and Authorities pupils move to or attend from
- the Department for Education (DfE)
- Child Protection Online Monitoring Service (CPOMS)
- SchoolComms
- School nurse and other healthcare agencies
- Educational software providers such as Tapestry, Time Table Rock Stars, MicroLibrarian, Accelerated Reader, Spelling Shed

## 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 of 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) and the Department of Education (DfE) under Section 3 of The Education (Information About Individual Pupils)(England) Regulations 2013.

To find out more about the data collection requirements placed upon 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>

## 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: Section 3 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 the Head teacher or School's Data Protection Officer.

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## 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 November 2019.

## Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer via the school office.

## 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 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)

Much of the data about pupils in England goes on to be held in 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-pupil-database-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
- 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. Whilst numbers fluctuate

slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

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 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 any 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>