

Privacy Notice for Parents and Carers



**WAKEFIELD METHODIST (VC)
J, I & N SCHOOL
WITH COMMUNICATION RESOURCE AND
BEFORE AND AFTER SCHOOL CARE
CLUB**

Privacy Notice for parents and Carers

How we use pupil information

Under data protection law, individuals have a right to be informed about how Wakefield Methodist J, N School & I use any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Wakefield Methodist J, I & N School, are the 'data controller' for the purposes of data protection law. The school is registered as a data controller with the Information Commissioner's Office (ICO). Full details of our registration can be found at the ICO's register of data controllers.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal information and contact details (including contact preferences, address, date of birth, identification documents)
- Characteristics (such as ethnicity, free school meal eligibility, or special educational needs)
- Attendance information (such as sessions attended, number of absences, and absence reasons)
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Details of any medical conditions, including physical and mental health
- Exclusions/ Behavioural information (such as behaviour event logs, sanctions imposed, and records of any exclusions)
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Financial information (such as records of payments made to the school and outstanding fees for dinner money, school trips, voluntary contributions, etc.)
- Static and moving images (such as photographs of pupils and CCTV images captured in school)

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and use this information

We use the pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing
- Carry out research

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 individual's 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.

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.

Whenever we seek to collect information from you or your child, we make it clear whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Data Asset Retention and Destruction Schedule sets out how long we keep information about pupils; copies can be obtained on request from the school office or our data protection officer.

Who we share pupil information with

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

For example, we may disclose personal data to third parties:

- if we are under a duty to disclose or share personal data in order to comply with any legal obligation
- in order to enforce any agreements with you
- to protect the rights, property, or safety of the school, other pupils or others

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about pupils with:

- Schools and educational establishments that the pupils attend after leaving us
- The Local Authority (admissions, exclusions, safeguarding concerns, etc.)
- The Department for Education (DfE)
- The pupil's family and representatives
- Our regulator, Ofsted
- Health authorities, health and social welfare organisations (vaccinations, school nursing service, Educational Psychology service, Child and Adolescent Mental Health Services (CAMHS), Social services, etc.)
- Police forces, courts, tribunals
- Volunteers, Governors, and agency workers where necessary
- Offsite learning providers
- Educators and examining bodies
- Central and local government
- Our auditors, insurers, and legal advisors
- Financial organisations
- Professional advisors and consultants
- Charities and voluntary organisations
- Professional bodies
- Suppliers and service providers (to provide the service we have contracted them for)
- Security organisations

Amendment 09.09.20

Personal data of employees, parents or visitors to school may be shared with NHS/Public Health Agencies where relevant to the Covid pandemic. This includes the personal data of individuals under the 'Track and Trace Scheme'

Data collection requirements

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 Students) (England) Regulations 2013.

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/datacollection-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/nationalpupil-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>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupil's rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school hold about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including 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 (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Data Protection Officer

Email: dpo@methodist.wakefield.sch.uk

This notice is based on the Department for Education's model privacy notice for students, amended for parents and to reflect the way we use data in Wakefield Methodist J, I & N School.