



Fellowship, Courage and Creativity

Whitewater School Privacy Notice

This Privacy Notice explains in detail the types of personal data, we may collect about you and your child(ren).

Why do we collect personal data?

At Whitewater C of E Primary School we need to hold personal data about our pupils, parents, staff and other individuals who come into contact with the school.

Personal data is primarily collected to enable the provision of education (and other associated functions), more specifically we collect and use personal data to:

- support pupil learning;
- monitor and report on pupil progress;
- provide appropriate pastoral care;
- assess the quality of our provision and how well our school is doing;
- enable us to forecast and plan;
- comply with the law regarding data sharing.

What sort of personal data do we collect?

The type of personal data that we collect, hold and share includes:

- personal information (such as name, unique pupil number and address);
- 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) and exclusions;
- assessment information;
- modes of travel to/from school;
- relevant medical, special educational needs and behavioural information;

How do we collect it?

- The majority of personal data that you provide us with is mandatory, some, however is provided to us on a voluntary basis.
- To comply with GDPR, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this.
- In instances where we are using personal data only on the basis of your permission, you have the right to ask us to stop processing this data at any time.
- We store pupil data in line with the schools retention schedule (this is available from the school office).

Your rights on 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 the School Office.

You also have the right, subject to some limitations 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;
- claim compensation for damages caused by a breach of the Data Protection regulations.

What's our legal basis for collecting personal data?

The law on data protection sets out a number of different reasons why a school may collect and process your personal data. The General Data Protection Regulation (GDPR) allows us to collect and use pupil information with consent of the data subject in the following circumstances:

- where we are complying with a legal requirement;
- where processing is necessary to protect the vital interests of a data subject or another person;
- where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- when the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

When we will share your data?

- Like all schools, we routinely share pupil information our local authority (LA); the Department for Education (DfE) and with schools that the pupil's attend after leaving us.
- We are required to share information about our pupils with our LA and the DfE (under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013).
- We share pupils' data with the DfE on a statutory basis and this data sharing underpins school funding and educational attainment policy and monitoring.
- We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

Department of Education (DfE)

- To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- 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 pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- The National Pupil Database (NPD) is owned and managed by the DofE 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 DfE. 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>.
- The DfE 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 DfE 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 DfE'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 DfE 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>

Further Support

- If you would like further information, please see our Data Protection Policy available on our website.
- If you have any questions regarding this Privacy Notice, please contact the School Office in the first instance.
- 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 (please see our Complaints Policy on our website) or directly to the Information Commissioner's Office at Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF or at www.ico.gov.uk