



Privacy notice – How we will use pupil information

Key Definitions

All policies incorporate the following schools or organisations within the Wandle Learning Trust:

- Chestnut Grove Academy
- Chesterton Primary School
- Paxton Academy
- Ravenstone Primary School
- Thomson House School
- Any other schools that may join the Trust from time to time as not listed above.
- Wandle Learning Partnership
- Little Wandle Letters & Sounds Revised

The terms Academy, School, Organisation, and Trust are considered interchangeable in the context of all Trust policies. For the purpose of this privacy notice, “we” refers to the Wandle Learning Trust.

Introduction

The Trust processes personal data relating to parents, pupils, staff, LAC members, trustees, visitors, and others. The Trust is registered as a data controller with the ICO and will renew this registration annually or as otherwise legally required.

Wandle Learning Trust takes the security of the data it holds very seriously. Individuals who are employed by or volunteer within the Trust have a legal right to be informed about how we use any personal information that is held about them. To comply with this, we provide a ‘privacy notice’.

This privacy notice explains how the Trust collects, stores and uses personal data about individuals who are employed or volunteer within the organisation.

Wandle Learning Trust are the ‘data controller’ for the purposes of data protection law.

The Data Protection Officer (DPO) is the first point of contact for individuals whose data the Trust processes, and for the Information Commissioners Office (ICO). Our DPO is Paul Hepworth and is contactable via DPO@wandlelearningtrust.org.uk

If you have any questions about this notice please contact Paul Hepworth who will be happy to help you.

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 identifiers and contacts (such as name, unique pupil number, contact details and address, including for their parents or other emergency contacts)
- characteristics (such as ethnicity, language and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- 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 2 attainment data, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photos
- CCTV footage
- biometric data (used for the cashless catering in the canteen)

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

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

Our legal basis for using this data

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

- to need to comply with a legal obligation
- to perform an official task in the public interest

Sometimes, 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 and we will make this clear when we ask for consent. If you wish to withdraw your consent then please talk to the school office who will be able to direct you accordingly.

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

We collect pupil information via a number of different methods including registration forms and other forms submitted by parents/carers and through secure file transfer from the 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 may be requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, if you have a choice in this.

Storing pupil data

We hold personal information about pupils for the duration of their time on roll at 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.

We have a records management policy, which sets out how long we must keep information about pupils and how we ensure these records are stored securely.

In most cases we transfer your child's data to their next school when they leave and permanently delete any records after one year for primary schools and the age of 25 for secondary schools.

Sharing pupil data

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

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

- our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- the Department for Education (Please see below)
- family and representatives selected by parents or guardians
- educators and examining bodies
- our regulator (the organisation or "watchdog" that supervises us), e.g. Ofsted
- suppliers and service providers – so that they can provide the services we have contracted them for
- financial organisations – for school meals, trips etc
- central and local government
- health authorities
- health and social welfare organisations
- professional advisers and consultants – to support with the developments and management of the school
- police forces, courts, tribunals
- youth support services (students 13+)

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers
- post-16 education and training providers (for students 16+)

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Department for Education (DfE)

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:

- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

How Government uses your data

The pupil data that we lawfully share with the the Department for Education (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 (DfE) (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Learner Records Service

Information supplied about students is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding

Agency, an executive agency of the Department for Education (DfE). For more information about how student information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

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 (DfE) 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 for Education (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-mpd-privacy-notice/national-pupil-database-mpd-privacy-notice>

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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 the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) 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 the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

Parents and pupils' rights regarding 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 to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

Withdrawal of Consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, please let us know by contacting the school office.

Complaints

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 by contacting the Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact us

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

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, our data protection officer is Mr Hepworth who can be contacted by emailing **dpo@wandlelearningtrust.org.uk**

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

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.

