



Wingfield Academy

PRIVACY NOTICE

for

Students in schools, alternative provision and pupil referral units

Privacy Notice - Data Protection Act 1998: How we use your information

We, Wingfield Academy are the Data Controller for the purpose of the General Data Protection Regulation.

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique student number, contact details, address, and relevant medical information)
- 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).
- Assessment information (national curriculum assessment results)
- Medical information (such as medical requirements)
- Special Educational Needs Information (any special educational need they may have)
- Exclusions/Behaviour information (any exclusion information, reports, consequence and points system)
- Biometrics (used for uniquely identifying a person).

Why we collect and use this information.

We use the student data:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess the quality of our services
- support you in your transition to a post-16 provider of education or training.

The lawful basis on which we use this information.

- Consent has been given
- Performance of a contract to which the data subject is party
- Compliance with a legal obligation to which the data controller is subject
- To protect vital interest of the data subject or of another person
- Performance of a task carried out in the public interest or in the exercise of official

- authority vested in the controller
- Purposes of the legitimate interests perused by the controller or by a third party, except where such interest are overridden by the interests of fundamental rights and freedoms of the data subject which require projection of personal data, in particular where the data subject is a child.

Collecting student information.

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing student data.

We hold student data for a period up to their 25th birthday. In some circumstances data could be held longer if this is required for compliance with a legal obligation to which the data controller is subject. Student Data will be stored both in a paper form and also with our student management system.

Who we share student information with.

We routinely share student information with:

- Schools / Colleges that the student's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- NHS

Why we share student information.

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' 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 students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

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-census-for-schools>

Youth support services.

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education of 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

A parent or guardian can request that **only** their child's name, address and data of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students aged 16+ with 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:

- Post-16 educational and training providers
- Youth support services
- Careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about students 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 students 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 Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our students 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 student 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 student 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>

Requesting access to your personal data

Under data protection legislation, parents and students 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 their Year Team Leader or the Data Protection Officer link person on 01709 513002.

You 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
- claim compensation for damages caused by a breach of the Data Protection regulations

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

Contact

If you would like to discuss anything in this privacy notice, please contact:

Your child's Year Team Leader or the Data Protection Officer link person on 01709 513002.

