

Wingfield Pupil Privacy Notice

WINGFIELD PUPIL PRIVACY NOTICE

The New Collaborative Learning Trust vision is to create a culture of protecting privacy and personal data. Personal data is information which ‘relates to and identifies a living individual’. Personal data should be adequate, relevant and limited to what is necessary.

Who does this notice apply to?

This privacy notice applies to all pupils enrolled at Wingfield Academy School as part of the New Collaborative Trust.

Data controller and collection

The organisation responsible for looking after your personal data (Data Controller) is the New Collaborative Learning Trust. The Trust is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations.

Why do we collect and use pupil information?

We use pupil information for the following purposes:

- To support our students' learning
- To monitor and report on their progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To 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 pursued 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 protection of personal data, in particular where the data subject is a child.

We do not undertake any automated decision making.

Categories of student information

We process your information in order to fulfil our duty to provide you with an education. Our legal basis for processing will therefore come under section 6(1)b Required for Contract, 6(1)c Legal Obligation and information such as medical information and safeguarding related information will come under section 6(1)d Protects the vital interest of the subject. Information that we process includes:

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- 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).

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 do we share student information with?

We routinely share student information with:

- Schools/Colleges that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- JCQ and examination boards,
- The UniConnect Project (otherwise known as HEPP) for monitoring higher education progression. More information about HEPP Privacy Notice can be found here - [https://www.hepp.org.uk/privacy-notice](#)
- The Careers & Enterprise Company (CEC), for the purpose of supporting career progression More information about the CEC Privacy Notice can be found here - [https://www.careersandenterprise.co.uk/privacy-policy](#)
- Where necessary/appropriate we may need to share information with health related/safeguarding services, approved by the local authority.
- We have a separate legal duty to provide student details to law enforcement agencies in order to prevent or investigate a crime
- Suppliers and service providers - so that they can provide the services that we have contracted them for. Otherwise, before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.
- We will not pass your information to third parties for direct marketing purposes.

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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 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

A parent or guardian can request that **only** their child's name, address and date 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.

Youth support services - 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

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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 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 Trust Data Protection Officer by emailing data.protection@nclt.ac.uk, or by calling 01977 702139.