



# Fleet Wood Lane School

## Privacy Notice for Pupils and Families

Fleet Wood Lane School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

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

- 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)
- Assessment information (internal & externally set, inc. SATs assessment)
- Relevant medical information
- Special Educational needs information
- Exclusions and behaviour information
- Safeguarding information
- Photographs/video

### Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to administer admissions
- to provide appropriate pastoral care
- to protect pupil welfare
- to assess the quality of our services
- to comply with the law regarding data sharing

### The lawful basis on which we use this information

We collect and use pupil information under the Data Protection Act 1998, and according to guidance published by the Department for Education.

Under Article 6 of the GDPR (effective 25<sup>th</sup> May 2018), the lawful basis for processing information is to be compliant with legal obligations and to perform a public task.

Under Article 9 of the GDPR, the lawful basis for processing information is for the purpose of health and social care.

## Collecting this Information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis and your consent is required. Where consent is required, the school will provide you with specific and explicit information with regard to the reason the data is being collected and how the data will be used.

Data may be collected:

- face to face
- via telephone
- in emails

## 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 to comply with our legal obligation or have consent to do so.

We hold pupil data according to Lincolnshire County Council's Retention Schedule.

## Who we share pupil information with

We may share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- the Department for Education (DfE) – to our meet statutory requirements as a school
- The pupil's family and representatives – to advise them on progress, for example your child's annual report
- Educators and examining bodies to carry out statutory assessment
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as Ideal Meals who provide our hot meals
- Our auditors – to be fiscally legitimate, such as invoices when our school fund is audited
- Survey and research organisations - to participate in studies which may enhance our provision
- Health authorities – to keep your children well
- Health and social welfare organisations – to meet obligations to safeguard your child

- Police forces, courts, tribunals if we need to help children safe in the eyes of the law
- Professional bodies whose advice we may seek to improve teaching of your children
- On-line services who we use to support learning
- Ark ICT who are our IT provider and supply children's passwords and log ons so they can participate in ICT and have supervised access to the internet in school
- Clubs and Sporting bodies

## **Why we share pupil information**

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

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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (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-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/national-pupil-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>

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold (*Subject Access Request*). To make a subject access request, please contact our data protection officer or to access your child's educational record please contact the school office.

## 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
- 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 either:

The School Office <a href="mailto:enquiries@fleetwoodlane.lincs.sch.uk">enquiries@fleetwoodlane.lincs.sch.uk</a> 01406 423351	Data Protection Officer <a href="mailto:enquiries@fleetwoodlane.lincs.sch.uk">enquiries@fleetwoodlane.lincs.sch.uk</a> 01406 423351
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