



## Willaston CE Primary School

### Privacy Notice for Pupils, Parents and Carers (How we use pupil information)

Under data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this, by providing a Privacy Notice to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about pupils.

Willaston CE Primary School is the Data Controller of the personal information you provide us.

The Data Protection Officer for Willaston CE Primary School will oversee and monitor the schools data protection procedures, and ensure we are compliant with the GDPR. The data protection officer can be contacted at: [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk)

### The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- 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, disabilities, 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 2,1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Details of any exclusions (such as reports on the events that led to an exclusion, witness statements)

### Why we collect and use pupil information

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

- to support pupil learning
- to contact parents/carers when we need to
- to monitor and report on attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, medical needs or emergency contact details)
- to meet the statutory duties placed upon on for DfE data collections.

## **The Lawful basis on which we use this information**

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

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- we need to comply with the law
- we need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- Your parents/carers have given

## **How we collect pupil information**

We collect pupil information via relevant forms sent out at the start of school or Common Transfer File (CTF) or Secure File Transfer from a previous school. We also receive records from previous nursery or pre-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 requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## **How we store pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule.

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority – this is to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- NHS staff
- the Department for Education (DfE)

## **Why we regularly 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 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 DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **Department for Education**

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:

We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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

For more information, please see 'How Government uses your data' section.

### 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. To make a request for your personal information, or be given access to your child's educational record, contact:

**Data Protection Officer  
Schools Data Protections Officer  
Cheshire West and Chester Council  
HQ, 58 Nicholas Street  
Chester  
CH1 2NP**

**Email: [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk)**

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us.

### Contact

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

Mrs Z Taylor, Data Protection Lead  
Willaston CE Primary School  
Neston Road  
Willaston  
CH64 2TN

### How Government uses your data

The pupil data that we lawfully share with the 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, 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 (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## 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 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.

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

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- 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's NPD 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/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>