

Privacy Notice for students/parents (How we use student and parental information)

This document provides insight into how information about students and parents is used in our school.

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

- Personal information (such as name, address, photographs and parental contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Parents characteristics (such as ethnicity and language where relevant to the student's school progress)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Attendance information by parents at school events (where such attendance can be related the student's school progress)
- Internal assessment data
- National Curriculum assessment and external examination results
- Relevant medical information for students and parents (where it may be of relevance to the student's school progress)
- Special Educational Needs information
- Exclusions/behavioural information
- Post 16 learning information
- CCTV images
- Catering management and cashless catering information
- Biometrics information (where provided)

Why we collect and use this information

We use the student data:

- a) to support student learning
- b) to monitor and report on student progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep students safe and healthy
- f) to maintain our catering, library and print management systems
- g) to comply with the law regarding data sharing
- h) to help students to decide what to do after leaving school

The lawful basis on which we use this information

Under the Data Protection Act 2018, the lawful basis we rely on for processing pupil information is:

- for the purposes of a), b), c) & d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of e) in accordance with the legal basis of Vital interests: to keep

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children safe (food allergies, or medical conditions)

- For the purposes of f) which uses biometric information (where provided) where consent has been given for these specific purposes
- for the purposes of g) & h) in accordance with the legal basis of Legal obligation: data collected for DfE census information:
 - [section 537A of the Education Act 1996](#),
 - [the Education Act 1996 s29\(3\)](#)
 - [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
 - [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
 - [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

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/Data Protection Act 2018, we will inform you whether you are required to provide certain student information or if you have a choice.

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

Storing student data

We hold student data on local and cloud-based computer systems, as well as on paper. There are strict controls on who can see your information.

We hold education records securely and retain them until you reach the age of 25, after which they are securely destroyed.

Who we share student information with

We routinely share relevant student information with:

- schools that students attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- services that support teaching, learning, assessment, safeguarding and school management
- catering and online payment services
- parental communications services
- health services
- providers of extra-curricular services such as music services, before/after school clubs (where the child/young person accesses these services)

Why we share student information

We only share information about students with others where the law and our policies allow us to, or where we have obtained any necessary consent. We will not share data if we have been advised us that you do not want it shared, unless it is the only way we can make sure the student stays safe, or we are legally required to do so.

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
- post-16 education and training providers

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.

For more information about services for young people, please visit the Wokingham Local Authority website: <http://www.wokingham.gov.uk/>

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 DfE either directly or via our local authority for the purpose of those data collections, under:

- [section 537A of the Education Act 1996](#)
- [the Education Act 1996 s29\(3\)](#)
- [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)

The information you supply 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 your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information that we hold about them. To make a request for your personal information, or be given access to your child's educational record, please contact the school using the details at the end of this document.

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 and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

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/>

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or post-16 providers or how they use your information, please contact Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH. More information and an online form are available via this link:

<http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>

Contact

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

Data Protection Officer

Mrs Janet Perry – j.perry@holt.wokingham.sch.uk

Data Manager

Mrs Anna Harrington – a.harrington@holt.wokingham.sch.uk