



WAULUD
PRIMARY SCHOOL

GDPR

(GENERAL DATA PROTECTION
REGULATIONS)

PRIVACY NOTICE

(how we use pupil information)

May 2018

PRIVACY NOTICE – (HOW WE USE PUPIL INFORMATION)

Under Data Protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. Waulud Primary School comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Waulud Primary School are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Yvonne Salvin at Luton Borough Council. Deanne Evans, the School Business Manager acts as a representative for the school with regard to Data Controller responsibilities.

THE CATEGORIES OF PUPIL INFORMATION THAT WE COLLECT, HOLD AND SHARE INCLUDE:-

The personal data that Waulud Primary School collects, uses, stores and shares (when appropriate) about pupils includes, but is not restricted to:-

- ❖ Personal Information (such as name, unique pupil number and address)
- ❖ Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility or special educational needs)
- ❖ Attendance information (such as sessions attended, number of absences and absence reasons)
- ❖ Assessment information (such as results of internal assessments and externally set tests)
- ❖ Behavioural information (such as the number of temporary exclusions)
- ❖ Relevant medical information
- ❖ Safeguarding information
- ❖ Photographs
- ❖ CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department of Education.

Whilst the majority of the data you provide the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information to the reasons the data is being collected and how the data will be used.

WHY WE COLLECT AND USE THIS INFORMATION

Waulud Primary School collects and uses the personal data of pupils and their families for the following reasons, we use this data to:-

- ❖ Support pupil learning
- ❖ Monitor and report on pupil progress
- ❖ Provide appropriate pastoral care
- ❖ Safeguard pupils
- ❖ Assess the quality of our services
- ❖ Carry out research
- ❖ Comply with the law regarding data sharing

THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION

Waulud Primary School collects and uses personal data relating to pupils and their families when the law allows us to. We may also receive information regarding them from the previous school (including pre-school settings), local authority and/or the Department for Education. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation (GDPR) and UK law, including those relating to the following:

- ❖ Article 6 and Article 9 of the GDPR
- ❖ Education Act 1996
- ❖ Regulation 5 of the Education (Information about individual Pupils) (England) Regulations 2013

COLLECTING PUPIL INFORMATION

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

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 in order to comply with our legal obligations and to complete the task for which it was originally collected.

WHO WE SHARE PUPIL INFORMATION WITH

The school is required to share pupil information with:-

- ❖ Schools that the pupils attend after leaving us
- ❖ Ofsted
- ❖ 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) on a statutory basis
- ❖ The NHS
- ❖ Suppliers and service providers – to enable them to provide the service we have contracted them for
- ❖ Our Auditors
- ❖ Survery and research organisations
- ❖ Professional advisers and consultants
- ❖ Police forces, courts, tribunals
- ❖ Professional Bodies

NATIONAL PUPIL DATABASE

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

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.

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>

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>

The department has robust processes in place to ensure 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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

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

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 of 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>

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 written request for your personal information, or be given access to yours child's educational record, contact:-

Anne Devereux, Headteacher

Waulud Primary School

Wauluds Bank Drive

Luton LU3 3LZ

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 or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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:

Deanne Evans
School Business Manager
Waulud Primary School
Wauluds Bank Drive
Luton
Bedfordshire
LU3 3LZ

Email: finance@wauludprimary.co.uk
Telephone: 01582 593469