



# Woodrow First School & Nursery

**PRIVACY NOTICE**

**PARENTS/CARERS – USE OF THEIR CHILD’S DATA**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We 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**.

Woodrow First School and Nursery is the 'data controller' for the purposes of data protection law. **Our data protection officer is Jenny Lane** (see 'Contact us' below).

### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Name, contact details, contact preferences, parent/carer details, siblings, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

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

We may also collect, store and use information about your child that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race
- Ethnic origin
- Religion
- Health including physical and emotional well-being

### **Why we use this data**

We use this data to:

- Support and celebrate pupils learning
- Monitor and report on pupils progress
- To qualify if a child is eligible for funding and to calculate the funding available
- Provide appropriate pastoral care
- Protect pupils welfare
- Comply with the law regarding data sharing

## **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

## **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **How we store this data**

We keep personal information about pupils while they are attending our school. We create and maintain a pupil file for each child. The information is kept securely in electronic and hard copy formats and is only used for purposes directly relevant to your child's educational and welfare needs.

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about students. After the retention period has elapsed, all data will be destroyed securely.

To request a copy of the retention schedule email: [office@woodrow.worcs.sch.uk](mailto:office@woodrow.worcs.sch.uk)

## **Data sharing**

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

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about students with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education to meet our legal obligations to share certain information with it, such as census collections and statutory assessment information

- The pupils's family and representatives such as progress and attainment reporting
- Educators to meet our legal obligations to share such information as assessment or moderation information and the transfer of pupil files should the pupil relocate to another school
- Our regulator Ofsted, to assist with the inspection and assessment of the quality of education provision
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Our auditors to meet our legal obligation in allowing access to our records to test the rigour and compliance of our financial management processes
- Health authorities to meet our legal obligations to share certain information with it, such as where the parent, carer or legal guardian or the school has requested an Education Health Care Plan (EHCP) or where there are health concerns related to safeguarding or where emergency services are required
- Health and social welfare organisations to meet our legal obligations to share certain information with it, such as where the parent, carer or legal guardian or the school has requested an Education Health Care Plan (EHCP) or where there are health concerns related to safeguarding or where emergency services are required
- Professional advisers and consultants such as where advice is sought from Behaviour Support Teams or the Educational Psychology Service in meeting our legal obligation and fulfil our official function
- Charities and voluntary organisations - sharing of certain information such as when using a counselling or mentoring service for a child so as to fulfill our official function.
- Police forces, courts, tribunals to meet our legal obligations to share certain information with it, such as if a child or young person has been suspected of being involved in or the victim of criminal activity
- Central and local government to enable them to place a pupil who has been permanently excluded

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and Early Years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

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.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

### **Transferring data internationally**

Should we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Parents and students' rights regarding personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals may also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

We aim to respond to Subject Access Requests within one month but during school holidays this may become more difficult.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access their child's educational record. To request access please contact the data protection officer.

### **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 the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- FAO Jenny Lane - The DPO at [dpo@woodrow.worcs.sch.uk](mailto:dpo@woodrow.worcs.sch.uk) or telephone 01527 527619

Write to:

Data Protection Officer  
Woodrow First School & Nursery  
Longdon Close  
Woodrow  
Redditch  
Worcestershire  
B98 7UZ

*This notice is based on the [Department for Education's model privacy notice](#) for pupils amended for parents and to reflect the way we use data in this school.*