



## **Privacy Notice – How the school uses pupil information.**

### **What categories of information are processed?**

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – e.g. any additional needs
- **Medical and administration** – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. incidents, exclusions and any relevant alternative provision put in place
- **Additional Activities** – e.g. WAVES, Before and after school clubs, trips, organised events/interventions within school time
- **Pupil Premium Children**
- **Information provided by parents** – e.g. records of emails, letters or telephone conversations.
- **Financial Information** – E.G ParentPay Records

This list is not exhaustive – to access the current list of categories of information the school processes, please see the school's [Data Asset Register](#).

### **Why do we collect and use your information?**

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- **To support pupil learning**
- **To monitor and report on pupil attainment and progress**
- **To provide appropriate pastoral care**
- **To assess the quality of our services**
- **To keep pupils safe**
- **To meet legal duties placed on us by the government**

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

- Education Act 1944, 1996, 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

## **How do we collect your information?**

We collect your personal information via the following methods:

- **Registration forms**
- **Common Transfer File (CTF) from your previous school**
- **Child protection plans**
- **Written records from other settings**

Pupil data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

## **How do we store your information?**

We hold your personal information securely for the set amount of time shown in the school's **Records Management Policy**, which can be found **in our Teams policies site**.

For more information about how we keep your information safe, please see the school's **Data and Cyber-security Breach Prevention and Management Plan**, which can be found **in our Teams policies site**.

## **Who do we share your information with?**

We routinely share your information with:

- The Local Authority (LA) – Wirral
- The Department for Education (DfE)
- Schools that you go to after leaving us
- External Support Services e.g. Pastoral Support, Speech and Language, behaviour support
- School Nurse
- Social Care

## **Why do we share your information?**

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

## **Department for Education (DfE)**

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

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

## **How does the government use your data?**

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, click [here](#).

## **The National Pupil Database (NPD)**

Much of the data about pupils in England goes on to be held in the NPD.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts>.

## **Sharing by the DfE**

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

## **How to find out what personal information the DfE holds about you**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

## **What are your rights?**

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact [Ian Mylett \(DPO\)](#) on [dpo@techts.co.uk](mailto:dpo@techts.co.uk)

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's [DPO](#) in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

## **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the [DPO](#), [Ian Mylett](#), on [dpo@techts.co.uk](mailto:dpo@techts.co.uk)

## **Updating this privacy notice**

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated in **March 2022**.

## **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact [Ian Mylett](#) on [dpo@techts.co.uk](mailto:dpo@techts.co.uk)

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [WKPS Website](#) , the Gov.UK [website](#), or obtain our [Data Protection Policy](#) and [Records Management Policy](#).



## **Privacy Notice – How the school uses pupil information.**

### **Declaration**

I, \_\_\_\_\_ (name of pupil or parent), declare that I understand...

- The categories of my personal information **West Kirby Primary School** collects and uses.
- **West Kirby Primary School** has a lawful basis for collecting and using my personal information.
- **West Kirby Primary School** may share my information with the DfE, LA and other stated organisations.
- **West Kirby Primary School** does not share information about me with anyone without my consent, unless the law and our policies allow them to do so.
- My information is retained in line with **West Kirby Primary School's Records Management Policy**.
- My rights to the processing of my personal information.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_