

# **PRIVACY NOTICE**

## **How we use student information**

Wootton Academy Trust (WAT) processes personal data. This document outlines the purpose for which we process data, on what legal basis, and other areas relating to data processing such as the type of data we hold. It also covers the rights of individuals. From the 25th May 2018 data will be processed under the European General Data Protection Regulation (GDPR).

### **For what purpose does WAT collect personal data?**

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

### **On what basis do we collect and handle personal data?**

WAT collects and uses student information under Article 6 and Article 9 of the European GDPR from 25th May 2018. Under Article 6(1)(e) our lawful basis for processing data is that it is a public task and the processing is necessary for us to perform a task in the public interest. Under Article 9(2)(g) our lawful basis for processing sensitive data is that processing is necessary for reasons of substantial public interest. WAT also collects and uses data under section 537A of the Education Act 1996 and section 83 of the Children's Act 1989.

### **The categories of student information that WAT collects, holds and shares includes:**

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity (Special Category Data), language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information - including internal assessment, national curriculum assessments
- Results of external assessments and examinations.
- Medical information (Special Category Data)
- Special Needs Information
- Behaviour and exclusions information
- Post 16 Learning information
- Student photographs

### **Collecting student information**

Whilst the majority of student information you provide to WAT is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, WAT will inform you whether you are required to provide certain student information to us or if you have a choice in this. This includes the use of photographs for publicity.

### **Storing student data**

WAT holds electronic student data and paper files until the student is aged 25. WAT holds Statement/Education Health Care Plan (EHCP) documents until the student is aged 30.

### **Who does WAT share student information with?**

#### **WAT routinely shares student information with:**

- Schools that the student attends after leaving us
- Our local authority
- The Department for Education (DfE)

#### **Other categories of recipients of student information include:**

- Health and Education professionals
- Communication providers
- Providers who support the tracking of student learning
- The multi-agency panel
- Payment and security systems

#### **As well as processing personal data that we collect from you WAT also obtains information from other sources including:**

- Previous Schools
- Health Professionals
- Local Authority
- Other educational providers

#### **The Department for Education's Data and Local Authority:**

WAT shares students' data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. WAT is required to share information about its students with the DfE under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the data collection requirements placed on WAT by the DfE (e.g. via the school census) go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

For more information about the DfE's data sharing process including the National Student Database, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the DfE has provided student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

### **Our students aged 16+:**

WAT will also share certain information about students aged 16+ with 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:

- Post-16 education and training providers
- Youth support services
- Careers advisers

### **Sharing student information:**

WAT does not share information about our students with anyone without consent unless the law and our policies allow us to do so.

### **Requesting access to your personal data:**

Under data protection legislation, parent/carers and students 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 the Data Controller.

You also have the right:

- To be informed of how we use personal data. *This is done through this privacy notice*
- To have personal data rectified if it is inaccurate or incomplete
- Of erasure. *This is also known as the right to be forgotten*
- To data portability
- To object to processing

The Information Commissioner's Office [ICO] provides detailed guidelines on the rights of individuals. This can be found on the link below: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you have a concern 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 ICO at: <https://ico.org.uk/concerns/>

### **Contact:**

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

Data Controller, Mrs H Darlow, email: [dc@wootton.beds.sch.uk](mailto:dc@wootton.beds.sch.uk)

Data Protection Officer, Mr C Beeden, email: [dpo@wootton.beds.sch.uk](mailto:dpo@wootton.beds.sch.uk)

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