

Wootton Bassett Infants' School



Privacy Notice - Child's Data

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Privacy Notice for parents and carers -

Use of your child's personal 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 is personal data about **pupils**.

We, Wootton Bassett Infants' School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is:

Miss Rebecca Lynne and is contactable via admin@woottonbassett-inf.wilts.sch.uk or 01793 852254.

The personal data we hold

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

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs
- CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools, local authorities, social services and Department of Education (DoE).

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress

- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

Our legal basis for using this data

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

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

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

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

Where you have provided us with consent to use pupils data, the consent can be withdraw at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and seeing your personal data overlap, and there may be several grounds which justify our use of your data.

Collecting this information

While the majority of information we collect about you 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 may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We use [Information and Records Management Society's toolkit for schools](#) which sets out how long we keep information about pupils and within our Retention Guidance Document.

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 pupils with:

- Our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- The Department for Education (DoE) - to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- The pupil's family and representatives - to ensure a child's safety and welfare and in relation to academic performance
- Education and examining bodies - to meet our legal obligations to enter pupils for exams
- Central and local government departments or agencies - to meet our legal obligation
- Our regulators, i.e. Ofsted - to meet our legal obligations
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- Financial organisations - our legal obligation to ensure the welfare and safety of children
- Our auditors - to meet our legal obligations
- Survey and research organisations - with regards to anything which is in the public interest
- Health authorities - to ensure the safety and welfare of children
- Health and social welfare organisations - to ensure the safety and welfare of children
- Professional bodies - for legitimate reasons linked to children's performance at school
- Charities and voluntary organisations - to ensure the welfare and safety of children
- Police forces, courts, tribunals - to ensure the welfare and safety of children
- Security organisations - to ensure the welfare and safety of children
- Professional advisers and consultants - to meet our legal obligations to educate children

National Pupil Database

We are required to provide information about pupils to the DoE as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the DoE 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 DoE 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 DoE's website on [how it collects and share research data](#).

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

Transferring data internationally

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

Requesting access to your child's personal data

The UK-GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact [include details of your administrator / Data Protection Officer]

You also have the following rights:

- the right to be informed about the collection and use of your personal data - this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you - this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete - this is called 'right to rectification'.
- the right to ask us to delete your personal information - this is called 'right to erasure'
- the right to ask us to stop using your information - this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

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 Information Commissioner's Office at raise a concern with ICO.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Parents/carers also have a legal right to access their child's educational record. To request access, please contact Mrs Alison Pass - Headteacher

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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 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 [ICO - make a complaint](#)
- 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**:

Miss Rebecca Lynne admin@woottonbassett-inf.wilts.sch.uk or 01793 852254.

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