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

Privacy Notice (How We Use Pupil Information)

The Categories of Pupil Information We Process

We collect, hold and use personal information about pupils, including:

- Personal identifiers and contact details (such as name, date of birth, unique pupil number, address and parent/carer contact details).
- Characteristics (such as ethnicity, language spoken, nationality and eligibility for Free School Meals or Pupil Premium).
- Attendance information (including sessions attended, absence reasons, and punctuality records
- Safeguarding information (including court orders, social care involvement and records of safeguarding concerns).
- Special Educational Needs and Disabilities (SEND) information.
- Medical information (including doctors' information, child health, dental health, medical conditions, allergies, dietary requirements, medication and healthcare plans).
- Assessment and attainment information (including EYFS assessments, phonics screening outcomes and teacher assessments).
- Behaviour and pastoral information (such as exclusions and any relevant alternative provision put in place)
- Information relating to educational visits and enrichment activities.
- Photographic consent records and parental permissions.
- Information relating to the use of school IT systems and online learning platforms.
- 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 (DfE).

Why We Collect and Use Pupil Information

We collect and use pupil information to:

- Support pupils' learning and development.
- Monitor and report on progress and attainment.
- Provide appropriate pastoral care and wellbeing support.
- Safeguard and promote the welfare of children.
- Identify and meet Special Educational Needs and Disabilities.
- Manage attendance and fulfil our statutory attendance duties.
- Provide medical care and support for pupils' health needs.
- Administer school meals and determine eligibility for Free School Meals and Pupil Premium.
- Organise educational visits and enrichment opportunities.
- Communicate effectively with parents and carers.
- Assess and improve the quality of education and services we provide.
- Comply with legal and statutory obligations, including data returns to the Department for Education (DfE).

The Lawful Basis on Which We Use This Information

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on are:

Article 6

- Article 6(1)(c) - Processing is necessary for compliance with a legal obligation.
- Article 6(1)(e) - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the school.

Article 9 (Special Category Data)

For special category data, including information relating to health, ethnicity, SEND and safeguarding, we rely on:

- Article 9(2)(b) - Social protection obligations.
- Article 9(2)(g) - Reasons of substantial public interest.
- Article 9(2)(h) - Preventive or occupational medicine, medical diagnosis, health or social care.
- Schedule 1 Part 2 of the Data Protection Act 2018.

Our processing is undertaken in accordance with legislation including:

- Education Act 1996.
- Education Act 2002.
- Children Act 1989.
- Children Act 2004.
- Special Educational Needs and Disability Regulations 2014.
- School Attendance Regulations.
- Keeping Children Safe in Education.
- Working Together to Safeguard Children.

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 withdrawn 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 Pupil Information

We collect pupil information from:

- Admission forms completed by parents and carers.
- Registration and data collection forms.
- Common Transfer Files (CTFs) received from previous schools.
- Local Authorities.
- Health services and medical professionals where appropriate.
- Parents and carers during a pupil's time at the school.
- Assessments and records generated by school staff.

While much of the information we collect is required by law or necessary for the school to fulfil its duties, some information is provided voluntarily. We will always explain whether providing information is mandatory or optional.

Storing Pupil Data

The school stores pupil information securely and retains it in accordance with its Records Retention Schedule and Data Protection Policy.

Information is held securely in electronic pupil management systems and in secure paper records. Access is restricted to authorised members of staff who require the information to carry out their duties.

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.

Who We Share Pupil Information With

We routinely share pupil information with:

- The Local Authority.
- The Department for Education (DfE).
- Our regulators, i.e. Ofsted – to meet our legal obligations
- The pupil's family and representatives – to ensure a child's safety and welfare and in relation to academic performance
- Schools that pupils transfer to.
- School nursing services and healthcare professionals.
- NHS services, where appropriate.
- Educational Psychologists and SEND support services.
- Children's Social Care and safeguarding partners.
- Relevant external agencies that support pupils and families.
- Approved educational software and management information system providers such as Insight/ Tapestry

Why We Share Pupil Information

We do not share information about pupils without consent unless the law allows us to do so or there is a safeguarding requirement.

Information is shared to:

- Support children's education and wellbeing.
- Enable pupils to access appropriate services.
- Meet statutory reporting requirements.
- Protect children and promote their welfare.
- Support transitions between schools.

All information is transferred securely and only shared with organisations that have a legitimate reason to receive it.

Department for Education (DfE)

The Department for Education collects personal data from schools through statutory data collections, including the School Census.

As a maintained school, we are required to share information with the Department for Education under:

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

The data is used to support school funding, monitor educational outcomes, inform educational policy and support research.

Contact

If you would like to discuss anything in this privacy notice, make a subject access request or exercise your data protection rights, please contact:

School Business Manager/Data Protection Lead: Miss Rebecca Lynne
School: Wootton Bassett Infant School
Address: High Street, Royal Wootton Bassett
Email: **admin@woottonbassett-inf.wilts.sch.uk**
Telephone: **01793 852254.**

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.