



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:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnicity, languages spoken, and eligibility for certain benefits
- Exclusion information
- Physical and mental health, including medical conditions
- Attendance information
- Safeguarding information
- Support received, including care packages, plans and support providers
- 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Where you have provided us with consent to use pupils' data, the consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.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 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.

Parents and pupils’ right 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

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

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 Mr Mark Hazzard - 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.