

Privacy Notice for Parents / Carers

Under data protection law, individuals have a right to be informed about how the Academy 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 use personal data about pupils. Windsor Learning Partnership (the Trust) is the 'data controller' for the purposes of data protection law. The Trust has delegated responsibility to the Headteacher / Executive Headteacher in each academy for ensuring compliance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA 2018).

The Trust's DPO is: Data Protection Officer, Senior Information Governance Officer, Law and Governance Service, Royal Borough of Windsor & Maidenhead, St. Ives Road, Maidenhead, SL6 1RF, Tel: 01628 796675.

The personal data we hold

The personal data that we may collect, use, store and share (where appropriate) about pupils includes, but is not restricted to;

- name, unique pupil number, address, date of birth, identification documents
- contact name, email address, telephone number, contact preferences
- results of internal assessments and externally set tests/exams
- pupil and curriculum records
- characteristics such as ethnicity, language, eligibility for free school meals
- behaviour and exclusion information
- details of any medical conditions, including physical and mental health, or special educational needs
- doctors' name and contact details
- attendance information such as sessions attended, number of absences and absence reasons
- safeguarding information
- details of any support received, including care packages, plans and support providers
- photographs and videos
- CCTV footage where used

We may also hold data about pupils that we have received from other organisations, including other academies/schools, local authorities and the Department for Education.

Why we collect and use this data

We use this data to:

- support pupil learning
- monitor and report on pupil progress
- monitor and report on attendance for safeguarding compliance
- provide appropriate pastoral care

- protect pupil welfare
- assess the quality of our services
- administer admissions waiting lists
- carry out research
- comply with the law regarding data sharing

The lawful basis on which we use this information

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

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

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

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

Where we have obtained consent to use pupils' personal data, this 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 using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

Whilst the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. In order to comply with the GDPR and DPA 2018, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store this data

We keep personal information about pupils while they are attending our academy. We may also keep it beyond their attendance at our academy if this is necessary in order to comply with our legal obligations. This will be done in accordance with the Trust's Records Retention procedures.

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:

- academies/schools that the pupils attend after leaving us
- the Academy's Local Authority
- the Department for Education
- Windsor Learning Partnership Academies
- the pupil's family and representatives
- educators and examining bodies
- our regulators (Ofsted)
- suppliers and service providers – to enable them to provide the service we have contracted them for
- financial organisations
- central and local government
- our auditors
- survey and research organisations
- health authorities
- school nurse
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies

National Pupil Database (NPD)

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. This data sharing underpins academy funding and educational attainment policy and monitoring. We are required to share information about our pupils with the Department for Education under regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013 which is owned and managed by the Department for Education and provides evidence on academy/school performance to inform independent research, as well as studies commissioned by the Department of Education.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including academies/schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations who promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

The Department for Education has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the Department for Education releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data
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For more information, see the Department for Education's webpage on how it collects and shares research data. For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/dfes-external-data-shares>

You can also contact the Department for Education with any further questions about the NPD.

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to our local authority, and/or provider of youth support services, as they have legal responsibilities regarding the education or training of 13-19 year olds.

We may also share certain personal data relating to children aged 16 and over with our local authority and or post-16 education and training providers in order to secure appropriate services for them.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to the local authority or post-16 education and training providers.

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' rights regarding personal data

Under data protection legislation, individuals have a right to make a '**Subject Access Request**' to gain access to personal information that the academy 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.

Parents/carers also have the right to make a Subject Access Request with respect to any personal data the academy holds about them.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our central team at Windsor Learning Partnership or email wlp@windsorgirls.net

Other rights

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

- object to the use of personal data if it would cause, or is causing, damage or distress
- prevent it being used to send direct marketing
- object to 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 central team at Windsor Learning Partnership or email wlp@windsorgirls.net

Complaints

We take any complaints about our collection and use of 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 <https://ico.org.uk/concerns/>
- 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 Chief Operating Officer, Windsor Learning Partnership, c/o Windsor Girls' School, Imperial Road, Windsor, SL4 3RT.