



Privacy Notice – Parents & Carers

Date of last review:	2018	Review period:	Annually
Date of next review:	2019	Written by:	Jo Kehoe
Type of policy:	Statutory	Committee:	FGB
Signature:			

Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how Wyre Forest School (WFS) uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their Personal Data.

This privacy notice explains how we collect, store and use Personal Data about **pupils**.

We, WFS, are the 'Data Controller' for the purposes of data protection law.

Mrs Jo Kehoe, Deputy Headteacher, acts as our Data Protection Officer (DPO). Details regarding how to contact our DPO are contained in the "Contact Us" section of this Privacy Notice.

The Personal Data we hold

Personal Data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- contact details, contact preferences, date of birth, identification documents
- assessment information
- pupil and curriculum records
- characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- exclusion information
- details of any medical conditions, including physical and mental health
- special Educational Needs specific information
- attendance information
- safeguarding information
- behaviour information
- post-16 learning information
- details of any assessments or support received from external support agencies
- photographs
- CCTV images captured in school

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

Why we use this data

We use this data to:

- support pupil learning and development
- monitor and report on pupil progress
- provide appropriate pastoral care and behavior support
- Protect pupil welfare
- assess the quality of our services
- administer admissions waiting lists
- carry out research
- comply with the law regarding data sharing

As an Early Years setting we also hold the personal data and use it to:

- ensure that the early years setting receives appropriate funding
- provide appropriate pastoral care
- support your child's teaching and learning
- monitor and report on your child's progress

As well as information about your child, WFS may also securely transfer copies of your completed Parent Declaration Form/s.

What the Local Authority does with data on children attending early years settings

Worcestershire County Council holds this personal data and uses it to:

- ensure that the early years setting receives appropriate funding, including supplementary payments for children with Special Educational Needs and Early Years Pupil Premium;
- meet funding requirements for early years places in Worcestershire;
- ensure there are sufficient early years places in the Local Authority;
- support your child's teaching and learning;
- assess how well the early years setting is doing;
- ensure that the setting is administering the funding/free entitlement appropriately;
- enable the Local Authority to carry out other specific functions for which it is responsible, such as school admissions and Children's Centres. This will include providing the receiving school (Reception) with information about your child's early years provision; to include the name of the setting, the level of funding received (Early Years Pupil Premium and Special Educational Needs) and any specialist agency involvement.

WFS may also securely transfer information about you and your partner (if applicable) to:

- apply for Early Years Pupil Premium for your child to ensure that they are able to provide appropriate teaching and learning, facilities and resources to enhance the quality of your child's early year's experience;
- apply for the Disability Access Fund as per your allocation;
- validate your 30 Hours Eligibility Code to allow your child to access their 'additional' entitlement.

Access to information is conducted on a strictly need to know basis. Information is held securely and confidentially. Information will be securely shared across the Local Authority and with Local Authority Commissioned Partners. Information is retained in line with Worcestershire County Council's Document Retention Policy before being securely disposed of/deleted from electronic systems.

How we use 'children in need' and 'looked after children' information:

Additional information that we may collect, process, hold and share for this pupil group:

- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoption related information
- care leavers information

Our legal basis for using this data

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

While the majority of information we collect about pupils 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 WFS. We may also keep it beyond their attendance at the school if this is necessary in order to comply with our legal obligations. For further details regarding Data Retention please see WFS's Data Retention Policy which is available on the WFS website.

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.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and education attainment policy and monitoring.

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 exclusions
- the Department for Education (DfE)
- the pupil's family and representatives
- educators and examining bodies
- 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
- security organisations

- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department for Education 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 Department for Education 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 Department's webpage on [how it collects and shares research data](#). 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 Worcestershire County Council, as it has legal responsibilities regarding the education or training of 13-19 year olds.

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 WFS's Data Protection Officer to request that we only pass the individual's name, address and date of birth to Worcestershire County Council.

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

Individuals have a right to make a '**Subject Access Request**' to gain access to personal information that WFs 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 or where the child has provided consent. Information requests can be denied where a pupil would be put at risk, for example child protection information.

Parents also have the right to make a Subject Access Request with respect to any Personal Data the Trust holds about them.

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

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 WFS's Data Protection Officer, whose contact details are provided in the "Contact Us" section of this Privacy Notice.

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 the Trust's Data Protection Officer, whose contact details are provided in the "Contact Us" section of this Privacy Notice.

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 WFS's Data Protection Officer, whose contact details are provided in the "Contact Us" section of this Privacy Notice.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 1231113
- 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 WFS's **Data Protection Officer** using the contact details below:

Wyre Forest School Data Protection Officer
Wyre Forest School
Habberley Road
Kidderminster
DY11 6FA

Email: office@wfs.worcs.sch.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data within Wyre Forest School.