

# **Polehampton C. of E. Schools Federation**

## **Privacy Notice for Pupils and Parents**

### **How we use pupil information**

This document provides insight into how information about pupils is used in our school.

#### **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number, address and parental contact details)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage and phonics results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

For up to date data protection documents please see

- Infant School - <http://www.polehampton-inf.wokingham.sch.uk/>
- Junior School - <http://www.polehampton-jun.wokingham.sch.uk/>

#### **Why we collect and use this information**

We collect and use the pupil information for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment and progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep pupils safe and healthy
- f) to meet the statutory duties placed upon us (e.g. DfE data collections)

#### **The lawful basis on which we use this information**

Under the Data Protection Act 2018, the lawful basis we rely on for processing pupil information is:

- for the purposes of a), b), c) & d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of f) in accordance with the legal basis of Legal obligation: data collected for DfE census information:
  - [section 537A of the Education Act 1996](#),
  - [the Education Act 1996 s29\(3\)](#)
  - [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
  - [regulations 5 and 8 School Information \(England\) Regulations 2008](#)

- [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

## Collecting pupil information

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation we will inform you at the point of collection whether you are required to provide certain pupil information or if you have a choice.

We collect pupil information via registration forms at the start of the school year and secure file transfers from previous schools or the Local Authority.

## Storing pupil data

We hold pupil data on local and cloud-based computer systems, as well as on paper. There are strict controls on who can see your information.

We hold your education records securely until you change school. Your records will then be transferred to your new school. Records will remain in their final school where they will be retained until you reach the age of 25, after which they are securely destroyed. All other data is held in accordance with our Data Protection Policy.

## Who we share pupil information with

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- services that support teaching, learning, assessment, safeguarding and school management
- catering services
- parental communications services
- health services
- providers of extra-curricular services such as music services, before/after school clubs (where the child/young person accesses these services)
- Federation
- PTA (given class lists each academic year)

## Why we regularly share pupil information

We only share information about pupils with others where the law and our policies allow us to, or where we have obtained any necessary consent. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe, or we are legally required to do so.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections, under:

- [section 537A of the Education Act 1996](#)
- [the Education Act 1996 s29\(3\)](#)
- [the Education \(School Performance Information\)\(England\) Regulations 2007](#)

- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)

## **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the school using the details at the end of this document.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

## **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or post-16 providers or how they use your information, please contact Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Infant School - Jo Terry, Data Protection Officer,  
[DPO@polehampton-inf.wokingham.sch.uk](mailto:DPO@polehampton-inf.wokingham.sch.uk) 0118 934 0246

Junior School – Carl McGlone, Data Protection Officer,  
[DPO@polehampton-jun.wokingham.sch.uk](mailto:DPO@polehampton-jun.wokingham.sch.uk) 0118 934 1338

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