

PARENTS/CARERS AND PUPIL PRIVACY NOTICE

Under UK data protection law, individuals have a right to be informed about how our 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 use personal data about **parents/carers and pupils at our school**.

We, Westfield School, Highfield Road, Bourne End, SL8 5BE, telephone 01628 533125, are the 'data controller' for the purposes of data protection law.

Our data protection officer is turn IT on (see 'CONTACT US' below).

THE PERSONAL DATA WE HOLD

Personal data that we may collect, use, store and share (when appropriate) about you and your child includes, but is not restricted to:

- Personal identifiers and contacts (such as name, date of birth, identification documents, unique pupil number, contact details and preferences, address, email address and telephone numbers)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment records
- Behavioural information (such as serious incident recording)
- Records of your correspondence and contact with us including details of any complaints you have made
- Details of any support received, including care packages, plans and support providers

We may also collect, use, store and share (when appropriate) information about you and your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Medical information (such as physical and mental health conditions, medication, allergies and dietary requirements)
- Safeguarding information (such as court orders, professional involvement and family circumstances)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Special educational needs (including the needs and ranking)
- Photographs and CCTV images captured in school

We may also hold data about you and your child that we have received from other organisations, including other schools, social services, local authorities, the Department for Education (DfE) and the Learning Records Service.

WHY WE USE THIS DATA

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements. We use the data listed above to:

- a) Support pupil learning
- b) Monitor and report on pupil attainment progress
- c) Provide appropriate pastoral care

- d) Assess the quality of our services
- e) Report to you on your child's attainment and progress
- f) Keep you informed about the running of the school (such as emergency closures) and events
- g) Process payments for school services (such as lunches, uniform and visits)
- h) Keep children safe (such as food allergies, emergency contact details and safeguarding information)
- i) Meet the statutory duties placed upon us for Department for Education (DfE) data collections

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Use of your personal data for filtering and monitoring purposes

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
- Protect your child's welfare

OUR LAWFUL BASIS FOR USING THIS DATA

Under the [UK General Data Protection Regulation \(UK GDPR\)](#) the lawful bases we rely on for processing pupil information are:

- For the purposes of (a), (b), (c), (d), (e), (f) and (g) 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 purpose of (h) in accordance with the legal basis of **vital interests** - to keep children safe (food allergies, or medical conditions)
- For the purpose of (i) in accordance with the legal basis of **legal obligation** - data collected for the Department for Education (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](#)

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your/your child's personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your/your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims

- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your/your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Where you have provided us with consent to use your and your child's data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

COLLECTING THIS DATA

We collect pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we may be sent a Common Transfer File (CTF) or secure file containing relevant information.

Pupil data is essential for the school's operational use. While the majority of information we collect about you and your child is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you and your child will come from you, but we may also hold data about you and your child from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals
- Your children
- Other schools and trusts

HOW WE STORE THIS DATA

We keep personal information about you and your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary. The Information and Records Management Society's Toolkit for Schools Retention Guidelines sets out how long we keep information about parents/carers and pupils.

We have put in place appropriate security measures to prevent your and your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

DATA SHARING

We do not share information about you and your child 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 UK data protection law), we may share personal information about you and your child with:

- Schools that the pupils attend after leaving us
- Our local authority, Buckinghamshire Council (or in the case of out of county pupils their relevant LA) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions. We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under:
 - The Schools Admission Code, including Fair Access Panels
- The Department for Education (DfE)
- Our regulator, Ofsted
- Suppliers and service providers (such as catering, online payment system, filtering and monitoring, and learning platforms) – to enable them to provide the service we have contracted them for
- Health and care professionals (such as Speech and Language Therapists and Occupational Therapists) – to enable them to provide the service we have contracted them for
- School governors
- The NHS
- Other parties where there is a legal basis for doing so (such as police forces, courts, tribunals)

REQUESTING ACCESS TO PERSONAL INFORMATION

You have a right to make a 'subject access request' to gain access to personal information that we hold about you and your child.

If you make a subject access request, and if we do hold information about you and your child, we will (subject to any exemptions that apply):

- 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
- 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 and your child's personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'CONTACT US' below).

REQUESTING ACCESS TO YOUR CHILD'S EDUCATIONAL RECORD

Parents, or those with parental responsibility, also have the right to access their child's educational record (which includes most information about a pupil). This right applies as long as the pupil is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

To make a request, please contact us (see 'CONTACT US' below).

OTHER RIGHTS REGARDING YOUR AND YOUR CHILD'S DATA

Under UK data protection law, you have certain rights regarding how your and your child's personal data is used and kept safe. For example, you have the right to:

- Object to our use of your/your child's personal data
- Prevent your/your child's data being used to send direct marketing
- Object to and challenge the use of your/your child's 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
- In certain circumstances, have the personal data we hold about you/your child deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your/your child's personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'CONTACT US' below).

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.

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

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

CONTACT US

Our **data protection officer** is:

turn IT on

dpo@turniton.co.uk

01865 597620 (option 3 – GDPR)

However, our **data protection lead** has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them:

Emma Newell

office@westfield.bucks.sch.uk

01628 533125

HOW GOVERNMENT USES YOUR DATA

The pupil data that we lawfully share with the the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England

- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>