



# The Winterton Federation

## Privacy Notice for Parents/Carers

### How we use your child's personal data



Privacy Notice Published September 2022

***Personal data of pupils, employees, parents or visitors to the Federation may be shared with the NHS/Public Health Agencies, where relevant to the COVID pandemic.***

Under data protection law, individuals have a right to be informed about how the Federation 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**.

We, The Winterton Federation, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mr Tim Pinto (see 'Contact us' below).

#### **The categories of pupil information that we collect, hold and share include, but is not restricted to :**

- Personal information (such as name, address, date of birth and unique pupil number);
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Assessment information (such as teacher assessments, statutory assessment results);
- Relevant medical information (such as medical plans, dietary and allergy information);
- Special Educational Needs information (such as support plans and reports from relevant professional bodies);
- Details of any support received, including care packages, plans and support providers;
- Exclusions/behavioural information;
- Photographs;
- CCTV images;
- Safeguarding information.

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

We use the pupil data to:

- Support pupil learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care;
- Assess the quality of our services;
- Protect pupil welfare;
- Comply with the law regarding data sharing.

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

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with:

Article 6(1)(c); *processing is necessary for **compliance with a legal obligation** to which the controller is subject.*

and

Article 9(2)(b); *processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and*



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*social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.*

#### Third parties we share information with

<b>Name</b>	<b>Company</b>	<b>Purpose of Sharing Data</b>
ScholarPack	ScholarPack	School information data base
CPOMS	CPOMS Systems Ltd	Pastoral care record system
ParentPay	ParentPay	Payment System
Tapestry	The Foundation Stage Forum Ltd	EYFS online learning journey
Times Table Rock Stars	Maths Circle Ltd	Times tables tracking
Spelling Shed	EdShed	Spelling Scheme
Robinwood	Robinwood Outdoor Pursuit Centre	Safety and medical information
Piota	Piota	Communication system
ACS	AdEPT Education	School computing network
Purple Mash	2simple	Cross Curricular online learning
Microsoft	Academia	Digital Educational platform
Inventry	Inventry	Signing In System

#### Registering for additional services

There may be times when we ask parents/carers to register for services where the Federation is not the data collector. Examples of this include Parent Pay systems in order to pay electronically for trips and other occasions where we ask you to purchase items online. Whenever we do this, the Federation ensures that we use a reputable company and that parents/carers are given the privacy notice for the firm on how their data is used.

#### Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. 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 explain the possible consequences of not complying.

#### Storing pupil data

We keep personal information about pupils while they are attending our Federation. We may also keep it beyond their attendance at our Federation if this is necessary in order to comply with our legal obligations. Our Records Managements policy sets out how long we keep information about pupils. The policy can be found in the data protection section of the Federation website.



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*There are strict controls on who can see pupils' information. We will not share pupil data if you have advised us that you do not want it shared unless it is the only way we can make sure that the pupil stays safe and healthy or we are legally required to do so.*

#### **Why we share pupil information**

We do not share information about our pupils with anyone 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 educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We also share information with other schools when a pupil moves school or transitions from KS2 to KS3.

#### **Data collection requirements**

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

#### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education 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. 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis;
- Producing statistics;
- Providing information, advice or guidance.

The Department 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 DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:



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- Who is requesting the data;
- The purpose for which it is required;
- The level and sensitivity of data requested;
- The arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **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, contact Mrs Cheryl Baxter (Business Manager).

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- Claim compensation for damages caused by a breach of the Data Protection regulations.

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/>

### **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:

- Mr Tim Pinto via email [tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk)