

## Parents and Students Privacy Notice

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Wolfdale School Ltd is an independent special school for pupils on the Autism Spectrum. We collect information about pupils (and prospective pupils) in order to meet their educational and wellbeing needs.

### **The categories of pupil information that we process include:**

- personal identifiers, contacts and characteristics (such as name, unique pupil number, date of birth, contact details and address)
- characteristics (such as ethnicity, language, and Pupil Premium )?
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the EHCP, assessments completed by professionals and annual reviews)
- medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (log of individualised target achievements, progress reports and attainment, courses enrolled on, course and exam results )
- behavioural information (such as individualised plans, recording of incidents, interventions and sanctions including exclusion, provisions put in place).
- leavers information (transfer and transition data)
- trips and activities (participation in ad hoc trips and offsite activities)
- transport information (individual transport arrangements for transport to and from school)

This list is not exhaustive, for further information and a full list of categories of information we process please contact the HR and Learning Manager on 0116 233 9219.

### **Why we collect and use pupil information:**

Wolfdale School Ltd has a legitimate interest in collecting, using and processing personal data of both current and prospective students. This is required to enable the admissions process to be recorded and processed. This may include an assessment of the suitability of the school to meet the needs of a prospective student and may include processing of current and prospective student data received from local authorities.

The personal data collected is essential for the school to fulfil their official functions and meet legal requirements.

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

- a) to support pupil learning and progress towards their EHCP outcomes
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care, advice and support
- d) to assess the quality of our services
- e) to keep children safe (e.g.: online, food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE census and data collections
- g) where appropriate to promote the school to prospective parents and the wider community e.g via the website or prospectus
- h) To assess whether the school can meet the needs of prospective students as set out in their EHCP

Under the General Data Protection Regulation (GDPR) and Data Protection Act 2018 - Article 6, the lawful bases we rely on for processing pupil information are:

- for the purposes of **(a), (b), (c), (d), (g) and (h)** 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
  - o Section 537A of the Education Act 1996
  - o the Education Act 1996 s29(3)
  - o the Education (School Performance Information)(England) Regulations 2007
  - o regulations 5 and 8 School Information (England) Regulations 2008
  - o the Education (Pupil Registration) (England) (Amendment) Regulations 2013

In addition, concerning any special category data (personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or data concerning a natural person's sex life or sexual orientation):

- conditions a, b, c and d of GDPR - Article 9

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## Collecting pupil information

We obtain pupil information via the following methods:

- Parent Handbook data forms collected at the start of each students placement
- Common Transfer File (CTF) to securely transfer data from a previous school or alternative secure method.
- files such as EHCP's, medical and other assessments shared securely by other parties such as local authorities and support services

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

## Storing pupil data

We hold pupil data securely using both physical and digital systems as detailed in our Data Protection and E-Safety Policies. Pupil information will be retained until their 25<sup>th</sup> birthday in accordance with The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437 and Limitation Act 1980 (Section 2). This will not apply if pupil files are passed on to another education establishment. For more information regarding our data retention schedule and how we keep your data safe, please refer to HR and Learning Manager on 0116 233 9219.

## Who do we share pupil information with?

We routinely share pupil information with:

- the school or education provision that the pupil attends after leaving us
- the student local authority (e.g. Leicestershire County Council, Leicester City Council,)
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- 3<sup>rd</sup> Party educational tool providers (as applicable to educational systems / tools being used in the school)
- CAMHS, Social Services, SENA and other professional services as applicable

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## **Why do we routinely 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. Listed below are some examples of where we need to share information:

- to complete a DfE school census
- school funding
- quality assurance processes with local authorities
- to fulfil Safeguarding obligations
- to organise transition to a further education establishment or organise training
- to register students for courses such as ASDAN or exams

The above list is not exhaustive.

## **Youth Support Services**

### **Pupils aged 13+**

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once he/she reaches the age 16.

### **Pupils aged 16+**

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

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Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority software.

### Department for Education

We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of 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](#)

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

### Requesting access to your personal data

Under GDPR, parents and pupils have the right to request access to information about them that we hold. This is sometimes termed 'Subject Access Request'. If we agree that we are obliged to provide personal information to you (or someone else on your behalf), we will provide it to you or them free of charge and aim to do so within 30 days from when your identity has been confirmed. We would ask for proof of identity and sufficient information about your interactions with us so that we can locate your personal information.

To make a request for your personal information, or be given access to your child's educational record, contact The HR and Learning Manager on 0116-233-9219 or email

[hr@wolfdaleschool.co.uk](mailto:hr@wolfdaleschool.co.uk)

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; and
- a right to seek redress, either through the ICO, or through the courts

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

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## Contact

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

- The HR and Learning Manager on 0116-233-9219 or email [hr@wolfdaleschool.co.uk](mailto:hr@wolfdaleschool.co.uk)

## How the Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- informs ‘short term’ education policy monitoring (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 (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## The National Pupil Database (NPD)

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 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.

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

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## Sharing

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- 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's 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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

We may need to review and update this privacy notice from time to time so we recommend that you revisit this information periodically. This version was last updated in February 2019.