



## Privacy Notice: Wychwood School Pupils under 13

**Wychwood School pupils are all those who are educated at Wychwood School.**

### **The Data Protection Acts 1998 and 2018 and UK GDPR 2021: How we use your information:**

We collect and use information relating to girls we educate at our school. This is called processing personal data. This is to help us to run the school. The types of pupil information that we collect, hold and share include:

- personal information (such as your name, unique pupil number and address)
- things that are special about you (such as ethnicity, language, nationality and country of birth)
- attendance information (such as sessions attended, number of absences and absence reasons)
- assessment (test and exam results) information
- relevant medical information about your health and wellbeing
- special educational needs information
- information about your behaviour in school

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

We use the pupil data:

- to help you learn better
- to see how you are progressing and to tell your parents about this
- to look after you in the school and the boarding house
- to see if we are doing a good job
- to comply with the law regarding data sharing

All of these mean we have a “legitimate interest” to collect and use your information.

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

We collect and use pupil information under Article 6 and Article 9 of the Data Protection Act of Parliament 2018.

### **Collecting pupil information:**

Your parents give us most of the information we ask for because the law says they must. We ask for some information which they do not have to give us and we will say if they have a choice.

### **Storing pupil data:**

We keep pupil data until you are 25 or as described in our Data Requesting, Storage, Retention and Disposal Policy.

### **Who we share pupil information with:**

We will not share information about you with other people unless you say we can or unless the law allows us to. We share pupil information with

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- UK Visas & Immigration (UKVI), Home Office
- the Independent Schools Council

- the Girls' Schools Association
- the Boarding Schools Association
- The Centre for Evaluation and Monitoring (CEM centre), Durham University
- examination boards
- Joint Council for Qualifications (JCQ)
- the school nurse
- the National Health Service
- the Oxfordshire Safeguarding Children's Board (if necessary)
- the Oxfordshire Multi Agency Safeguarding Hub (MASH) (if necessary)
- CAMHS (If necessary)
- UCAS or equivalent post 16/18 application channels
- universities and tertiary education institutions that pupils attend after leaving us
- Wychwood School Website
- The school magazine, The Elm
- Local and national media – newspapers and online
- Individual pupils' and applicants' previous schools
- West Country Business Systems (WCBS), the Management Information System (MIS) providers
- MCC, our website providers
- Photographer
- Health care service provider if not the NHS
- School trip and event organisers
- Insurance providers

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

We do not share information about our pupils with anyone unless they say we can unless the law and our policies allow us to do so. We have to share pupils' data with the Department for Education (DfE).

**Pupils aged 13+** - once you reach the age of 13, we will also pass pupil information to our local authority and / or provider of youth support services so they can offer

- youth support services
- careers advisers

Your parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services. If they want to do this they must tell us. You are allowed to decide this once you are 16.

Once you are 16 we will also share certain information with our local authority and / or provider of youth support services so they can offer you

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

#### **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. 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. Some of this information is then stored in the NPD.

The DfE 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 will take the greatest of care to ensure your data remains private and is only used by people who have a good reason to use it.

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

To contact DfE: [www.gov.uk/contact-dfe](http://www.gov.uk/contact-dfe)

**Requesting access to your personal data:**

Your parents have the right to see the information we have about you. To make a request for your personal information, or be given access to your educational record, contact the Head.

**Rights under UK GDPR:**

You also have the right to:

- object to processing of personal data if you think this will cause 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.

**Concerns:**

If you have a concern about the way we are collecting or using your personal data, please talk to us. Alternatively, you can contact the Information Commissioner's Office at [ico.org.uk/concerns/](http://ico.org.uk/concerns/) You can complain at any time about how the school has handled your data. The Information Commissioner Office's (ICO) helpline is 0303 123 1113.

**Contact:**

If you would like to discuss anything in this privacy notice, please contact: the Head on [a.johnson@wychwoodschool.org](mailto:a.johnson@wychwoodschool.org)