



Wychwood School  
OXFORD

## **Privacy Notice: Wychwood School Parents (or Guardians) of Pupils**

**Author: AKJ**

**Last Reviewed: February 2022**

**Date of next Review: February 2023**

**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 daughter's information:**

We process personal data relating to those we educate at our school. This is to assist in the running of the school. The categories of pupil information that we collect, hold and share include:

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, nationality and country of birth)
- attendance information (such as sessions attended, number of absences and absence reasons)
- assessment information
- relevant medical information
- special educational needs information
- exclusions / behavioural information

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

Data will be processed for the purposes of responding to requests for information about joining the school and the school will therefore have a "legitimate interest" for processing basic personal data and sensitive personal data. The data the school holds will be the minimum it requires to form and maintain the contract between you and the school.

We use the pupil data:

- to confirm the identity of prospective pupils and their parents
- for the purposes of pupil assessment
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral and, where necessary, medical and boarding care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to provide education services (including SEND), career services, and extra-curricular activities to pupils
- to maintain relationships with the School community
- for the purposes of management planning and forecasting, research and statistical analysis, and to enable the relevant authorities to monitor the School's performance
- to give and receive information and references about past, current and prospective pupils,

including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend

- to enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils of the School
- to safeguard pupils' welfare
- to take appropriate action in the event of an emergency or accident, including by disclosing details of an individual's medical condition where it is in the individual's interests to do so, for example, for medical advice, insurance purposes or to organisers of School trips
- to monitor (as appropriate) use of the School's IT and communications systems in accordance with the School's Acceptable Use of ICT Policy
- to make use of photographic images, audio recordings and video of pupils for identification purposes and in School publications, in School displays, in School assemblies, on the School website and on the School's social media channels
- for security purposes, and for regulatory and legal purposes (for example, child protection and health and safety) and to comply with its legal obligations
- where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for the School.

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

We collect and use pupil information under Article 6 of the UK GDPR because the School has a legitimate interest to do so and a contract with pupils' parents to educate pupils and we collect and use special information under Article 9 of the UK GDPR because pupils' parents have given consent for us to do so.

#### **Collecting pupil information:**

Whilst the majority of pupil information pupils' parents provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform pupils' parents whether they are required to provide certain pupil information to us or if they have a choice in this.

#### **Storing pupil data:**

The retention period for pupil data will be until the pupil reaches the age of 25 unless the retention period is modified by any other legal obligation the school finds itself under. Current retention periods are described in our Data Requesting, Storage, Retention and Disposal Policy.

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

The school will share your data with the following companies who have contracts with the school and who have equalled the school's precautions, systems and procedures for dealing with data. We will not share information about pupils with third parties without parental consent unless the law allows us to. We routinely 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

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the school organises, should this be envisaged for your child, you will be contacted for your consent, the consent will be limited in time and content if it be required.

#### **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 educational attainment policy and monitoring.

#### **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 [www.gov.uk/education/data-collection-and-censuses-for-schools](http://www.gov.uk/education/data-collection-and-censuses-for-schools).

#### **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

A 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 by informing us. This right is transferred to the child / pupil once the child/ pupil 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

For more information about services for young people, please visit our local authority website.

#### **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. 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 [www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information](http://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:

- 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: [www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://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: [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:**

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 the Head.

### **Rights under UK GDPR:**

Parents 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.

### **Concerns:**

If you have a concern about the way we are collecting or using 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 [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 [j.evans@wychwoodschool.org](mailto:j.evans@wychwoodschool.org)

**ANNEX A to Privacy Notice: Wychwood School Parents (or Guardians) of Pupils**

This annex should be read in conjunction with the covering document.

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

We will obtain the data the school requires from you, should we need data from other sources we will contact you within a month.

We see the provision of personal data as necessary to properly admit your child to the school and for the school to fulfil its obligations under the contract once your child is a pupil here.

There is no automated decision making or profiling involved in this data stream into and through the school.