



## Winterbourne Valley CE VA First School

Winterbourne Abbas, Dorchester, Dorset. DT2 9LW.

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Tel no: 01305 889297



### Privacy notice for Parents/Carers

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

We, Winterbourne Valley CE VA First School are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs Stefanie Hayes (see 'Contact us' below).

At Winterbourne Valley CE VA First School we are committed to keeping your personal information accurate and up to date.

We will not keep your information longer than necessary for us to provide you with the services you require.

This privacy notice explains how we use your personal information and the ways in which we protect your privacy.

This notice applies to all personal data collected for or on behalf of the County Council however it is collected whether by letter, email, face to face meeting, telephone conversation or online via the council's website.

#### **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number, date of birth, contact details and address)
- 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
- Pupil and curricular records
- Details of any relevant medical conditions, including physical and mental health
- Special educational needs information including details of any support received, including care packages, plans and support providers
- Exclusions / behavioural information

- Safeguarding information
- Photographs
- Emails that we send to you or you send to us may be kept as a record of contact. We may also store your email address for future use.

We may also hold data about pupils that we have received from other organisations, including other schools, Dorset Area Schools Partnership, local authorities and the Department for Education.

### **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
- Protect pupil welfare
- Assess the quality of our services
- Comply with the law regarding data sharing

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

We only collect and use pupils' personal data when the law allows us to.

Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

We collect and use pupil information under the submission of the school census returns, including a set of named pupil records, as a statutory requirement on schools under [Section 537A of the Education Act 1996](#).

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

### **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

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 will explain the possible consequences of not complying.

### **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Our **record retention schedule/records management policy** – IRMS Information toolkit for Schools

sets out how long we keep information about pupils.  
The policy is available on our school website.

### **Data sharing**

We do not share information about pupils 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 data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education to meet our statutory obligations
- Our regulator Ofsted for purposes of school evaluation during inspections
- Capita Sims to enable us to comply with our legal obligations to submit school census's
- Primariesite (Our website provider) to organise parent consultations and send out information by text message – name, year group and telephone number
- Local Food Links to enable us to provide school meals as per Government regulations – name, year group and free school meal status
- Cool Milk to comply with statutory requirement to provide free milk to Under 5's and pupil premium status – name and date of birth
- Central and local government to submit school census data and complete mandatory information and survey requests
- Dorset Area Schools Partnership to enable collaborative working practices within the partnership – name and date of birth
- Next stage schools – Dorchester Middle School, St Osmunds Middle School & Sunninghill Prep School to ensure smooth transition between school settings – personal data, educational data, SEND information and medical records
- Other schools if children move schools other than at transition stages – personal data, educational data SEND information and medical records
- NHS Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts and tribunals
- Professional bodies

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database \(NPD\)](#), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which

promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

### **Your rights**

Under GDPR you have a number of enhanced rights. They are:

1. The right to be informed – This is the right to be told how your information will be processed.
2. The right of access – this is right to ask the school or any other organisation for copies of the personal information they hold about you by means of a Subject Access Request.
3. The right to rectification – This is the right you to make sure that we correct your personal information if it is inaccurate or incomplete.
4. The right to erasure – This is the right to ask the school to delete or remove your personal information. You should know, however, that we will not be able to carry out this request if we are required to hold or process that information so that we can meet our legal obligations.
5. The right to restrict processing – This is the right to ask the school to block or restrict certain processing of your personal information. Once again this is dependent on whether we are required to hold or process that information so that we can meet our legal obligations.
6. The right to data portability – This is the right to ask for your personal information to be transferred elsewhere.
7. The right to object – This is the right to ask us to stop certain types of processing of your personal information.
8. Rights related to automated decision making/profiling – This is the right to ask us to review any automated decisions made about you, for example, decisions made by a computer system.

To exercise any of these rights, please contact our data protection officer.

### **Parents and pupils' rights regarding personal data**

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- 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 or your child

- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Mrs Rachel Horne, Head Teacher.

### **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.

To make a complaint, please contact our data protection officer.

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

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

### **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:

Mrs Stefanie Hayes – [office@winterbournevalley.dorset.sch.uk](mailto:office@winterbournevalley.dorset.sch.uk) or 01305 889297.

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.