



# Willingdon

COMMUNITY SCHOOL

## Privacy Notice (How we use student information)

**Willingdon Community School** processes personal information about its students and is a 'data controller' for the purposes of Data Protection legislation. We collect information from you and may receive information about you from your previous school.

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

- Personal information about the child (such as name, unique student number and address)
- Personal information about the child's parents/carers (such as name and contact details in order to contact you and about your child)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- assessment and attainment (such as post 16 courses enrolled for and any relevant results)
- information regarding vulnerable children/young persons. As part of transition arrangements, we may provide information about vulnerable students to post 16 providers they will be attending, to ensure they receive a supported induction at their new FE provider (taking account of their needs in order to minimise the risk of poorer outcomes)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Images (such as in photographs, video and CCTV footage)

### Why we collect and use this information

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

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

- to support student learning

- to monitor and report on student progress
- to provide appropriate pastoral care
- to keep students safe (food allergies, or emergency contact details)
- to assess the quality of our services
- to meet the statutory duties placed upon us
- to ensure students have appropriate access to healthcare
- to support the transition arrangements to post 16 providers
- to preserve the school's history and collective memory

## The lawful basis on which we use this information

Under the General Data Protection Regulation (UK GDPR), the school is required to identify a valid lawful basis for each processing activity involving personal data. We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We have to collect and process personal data to enable us to comply with a legal obligation.
- We need it because we are acting in the public interest or exercising our official authority.

We may also process students' personal data in situations where:

- We have obtained consent from you to use it in a certain way.
- We have a genuine and legitimate reason and we are not harming any of your rights and interests.

As a school, we also collect and use special category data, both to provide education and comply with our legal obligations. We have therefore identified additional lawful bases from Article 9 of the UK GDPR. Most commonly, we process special category data where:

- We have gained explicit consent for the processing.
- Processing is necessary for reasons of substantial public interest.
- We are required to for reasons of "public health", for example during a pandemic

Please see the school's Special Category Data policy for more information about how we process this type of data. This policy can be found at [www.willingdonschool.org.uk](http://www.willingdonschool.org.uk)

Where we keep records and information containing personal data for a longer time, we do this for archiving purposes in the public interest. We keep these records to preserve the school's history, key events and collective memory. We will provide access to these records for research or statistical purposes, taking reasonable measures to protect the personal data they may contain.

## How we collect student information

We collect student information via registration forms at the start of their school year or via secure file transfer from previous school. Student data is essential for the schools' operational use.

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

## Storing student data

We hold student data securely for the length of time outlined in our school retention schedule. Some of this data will be held in a UK based AWS datacentre (certified to ISO 27001) for cloud storage via our school's Management Information System (MIS), Arbor.

The school retention schedule is available upon request from the Data Protection Lead (Business Manager) at the School.

We will keep a limited and reasonable amount of personal information for a longer time, where it appears in records that are of historic value or it is in the public interest to keep as part of the school's history and collective memory. We store these records securely in our school archive for permanent preservation.

## Who we share student information with

We routinely share student information with:

- schools (and other FE providers) that the student attends after leaving us
- our local authority
- the Department for Education (DfE)
- the NHS and school nurse
- Youth support services (pupils aged 13+)
- Traded services purchased through the LA (e.g. for Legal, Human Resources or Information Governance Support)
- Learning platforms or software providers used by the school to support education provision

We only share data with organisations who have adequate security measures and protections in place.

## Why we regularly share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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 those data collections.

We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (England) Regulations 2013. The LA may share limited information with the NHS to provide appropriate health care services.

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.

## Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

## Youth support services

### Students aged 13+

Once our students reach the age of 13, we also pass student 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 object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once they reach the age 16.

Data is securely transferred to the youth support service via encrypted secure access and is stored securely and held in line with the school's retention schedule.

## Requesting access to your personal data

Under data protection legislation, parents/carers and students 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 School Reception via [office@willingdonschool.org.uk](mailto:office@willingdonschool.org.uk)

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Depending on the lawful basis above, you may also have the right to:

- be informed about the collection and use of your personal data
- ask us for access to information about you that we hold
- request for your personal data to be rectified, if it is inaccurate or incomplete
- request the deletion or removal of your personal data where there is no compelling reason for its continued processing
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- request we restrict the processing of your personal data (i.e permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- not be subject to decisions based purely on automated processing where it produces legal or similarly significant effect on you; and
- a right to seek redress, either through the ICO or through the courts.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- the right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- the right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- the right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section.

## **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Data Protection Lead (Business Manager) at the School.

## **Data Protection Officer**

Peter Questier (East Sussex County Council, Information Governance Team. Children's Services)  
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However, please contact the school in the first instance if you have a query regarding this privacy notice or how your information is used.

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

Much of the 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>.

## **Sharing by the Department**

The law allows the Department to share information about our pupils from the NPD with certain third parties, including:

- schools and 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.

For information about which organisations the department has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with home Office and the Police please visit the following website

<https://www.gov.uk/government/publications/dfе-external-data-shares>

## **How Government uses your data**

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

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- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (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)
- monitors student progress, admissions and attendance. As of August 2024, attendance data is collected by the DfE from schools on a daily basis, this is a statutory requirement under The School Attendance (Pupil Registration) (England) Regulations 2024. Child level data will be shared back with the school, and either the Local Authority or Academy Trust responsible for the school. This sharing is to help them identify any potential issues with attendance and if needed, enable timely support to help children stay in school.

## Sharing by the Department for Education (DfE)

DfE will only share students' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share students' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.
- For information about which organisations the Department for Education (DfE) has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

## 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>.

## How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

### Last updated

We may need to update this Privacy Notice periodically so we recommend that you revisit this information from time to time. This version was last updated in **Jan 2025**.