



Wilson's School: Privacy Notice for Pupils and their Parents/Carers

Version date: 2019

How we use pupil information

This notice is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information.' If you would like to discuss anything in this privacy notice, please contact: **Data Protection Officer, Wilson's School, Mollison Drive, Wallington, Surrey, SM6 9JW**
dpo@wilsonsschool.sutton.sch.uk

Wilson's School is the data controller of the personal information you and your parents/carers provide to us. This means the school controls the purposes for which, and the way in which, any personal data relating to pupils and their families is processed. We are committed to protecting the privacy and security of your personal information. We may update this notice at any time.

The type of information that we hold about you

The list below contains examples of the categories of pupil information that we collect, hold and share. The examples given are not exhaustive.

- personal identifiers and information (such as name, address, pupil and parent contact details, unique pupil number, emergency contact information, admissions information, previous schools attended)
- medical information and administration (such as doctors information, medical conditions, allergies and medication)
- special educational needs and disabilities
- characteristics (such as ethnicity, religion, language, nationality, country of birth, free school meal eligibility now or in the past)
- safeguarding information (such as court orders and professional involvement)
- attendance information (such as sessions attended, number of absences and absence reasons)
- academic assessment, progress and performance (such as assessment results, internal and external exam results)
- behaviour information (such as detentions, behaviour in school, disciplinary records and any exclusion information including any relevant alternative provision)
- visual images (such as photographs, video recordings and CCTV)
- biometric information (such as fingerprint)
- information required for administration of school visits, extracurricular activities, work experience and higher education choices (such as passport details, payment information)

Collecting this information

We collect information about you when you join the school and update it during your time on the roll as and when new information is acquired. Whilst the majority of information you provide us with is mandatory, some of it is given on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. Where necessary, we will ask you for consent to process your personal data where there is no other lawful basis for processing it. Consent may be withdrawn at any time. We also receive information about you from various sources, for example, your previous school, local authority, Department for Education.

Why we collect and use this information

We use the pupil and parent information we receive and hold to support our official and statutory functions and meet legal requirements, in particular to:

- a) manage the admissions process
- b) support your learning
- c) monitor and report on pupil progress
- d) provide appropriate care, support and guidance
- e) protect and safeguard you and others in the school
- f) safely and effectively run the school
- g) promote the school
- h) assess the quality of our services
- i) communicate with you and your parents/carers about ways of supporting you and the school
- j) to meet statutory duties placed upon us
- k) to comply with the law about sharing personal data
- l) respond to investigations from our regulators
- m) manage any legal proceedings.

In addition, the School also uses CCTV cameras around the school site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or to investigate other issues. CCTV footage involving pupils will only be processed to the extent that it is lawful to do so.

The lawful basis on which we process this information

We process your information under the following lawful bases:

- Legal obligation: We have a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us (j, k, l).
- Vital interests: Where processing is necessary to protect the vital interests of the data subject or another person (e and f).
- Public task: It is necessary for us to process your information for the purposes of our statutory functions in providing education. This is a function which is in the public interest because everybody needs to have an education (a, b, c, d, e, h, i).
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent, then we will explain to you what we want to do and ask you for consent. This is most likely to be when we are involved in activities which are not part of our job as a School, but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time. Usually we will involve parents even though you can make your own decision, particularly if it is a more complex matter.

Where the personal data we collect about you is special category data, we will only process it where: we have explicit consent; processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; processing is necessary for reasons of substantial public interest proportionate to the aim pursued; processing is carried out in the course of our legitimate activities with appropriate safeguards; and/or processing is necessary for the purposes of carrying out our obligations and rights in the field of employment and social security and social protection law. Please see our Data Protection and Freedom of Information Policy on the school's website for a definition of special category data.

Who we share your information with

We do not share information about our pupils with anyone without consent unless the law, our function and our policies allow and/or require us to do so.

We routinely share your information with:

- the Department for Education (DfE) - See further information from the DfE below.
- our local authority - the London Borough of Sutton
- your home local authority
- youth support services (pupils aged 13+) – see further information below
- any school that you might attend after leaving us.
- your parents or your main carer (we will take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have).

We will/may also share your information with:

- professionals that we have selected to help advise and support you and the school if you have a special educational need or disability.
- the School Counsellor
- the School Nurse
- the Education Welfare Officer
- CAMHS (Child and Adolescent Mental Health Service)
- the NHS
- other social and welfare organisations
- examining bodies
- third party software and system providers that we have selected to provide systems to assist in running an effective school (for example ParentPay, Show My Homework, Schoolcomms)
- Wilson's School General Charitable Trust
- governors
- Southwark Diocesan Board of Education
- education, training and career advice and guidance providers
- the company we select to take pupil portrait photographs
- the Police and law enforcement agencies
- Prevent teams in accordance with the Prevent Duty on schools
- Courts, if ordered to do so
- For school visits, travel companies, transport, accommodation and activity providers
- School advisers and insurance providers

The information disclosed to some of the people / services listed above may include special category data about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you. We will always take care before releasing personal data to a third party and will only do so when satisfied that it is appropriate to do so.

Department for Education

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, under regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013).

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

- 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)

The following is information provided by the DfE concerning the reason it collects school pupil data:

Data collection requirements

To find out more about the pupil information we share with the Department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the NPD. The NPD is owned and managed by the DfE 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>

The law allows the DfE to share pupils' 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's 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.

For information about which organisations the DfE has provided pupil information, (and for which project), or to access a monthly breakdown of data share volumes with Home Office and the Policy please visit the following website:

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

To contact DfE: <https://www.gov.uk/contact-dfe>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- 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, you should make a 'subject access request'.

Further information on how to do this can be found within the Department's 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 DfE: <https://www.gov.uk/contact-dfe>

Youth Support Services

Once our pupils reach the age of 13, we will pass pupil information to our local authority and / or provider of youth support services on request 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
- post-16 education and training providers

The information shared is limited to the pupil's name, address and date of birth. However where a parent or guardian, or you when you reach the age of 16, provides consent, other information relevant to the provision of youth support services will be shared. For more information about services for young people, please visit our local authority website. <http://suttonyouth.org/web>.

The lawful basis on which we share your information

We share your information under the following lawful bases:

- Legal obligation: We have a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- Vital interests: Where processing is necessary to protect the vital interests of the data subject or another person.
- Public task: It is necessary for us to disclose your information for the purposes of our functions in providing education. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined in this notice.
- We will not usually need your consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made. In the case of pupil information we will ask the pupils for consent, this is because the law requires us to ask the individual if they can understand the request. In some cases, particularly with younger pupils, we may involve parents/carers too. By law we do not need parental consent if you can give it but parents like to be involved because it is part of looking after you.

Storing your information

We only keep your information for as long as we need to (in accordance with the school's procedures) or for as long as the law requires us to. Most of the information we have about you will be in our pupil file. We usually keep these until your 25th birthday unless you move to another school, in which case we send your file to your new school. A significant amount of your personal information is stored electronically, for example in our pupil database (SIMS). Some information may be stored in hard copy format. Personal data may be transferred to other countries; if for example, we are arranging a school visit to another country. Appropriate steps will be taken to keep data secure.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your information changes.

Requesting access to your personal data

Under data protection legislation, pupils and parents have the right to request access to information about them that we hold. Pupils exercise their rights on their own behalf as long as they are competent to do so. To make a request for your personal information contact the Data Protection Officer (dpo@wilsonsschool.sutton.sch.uk)

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data (although there may be good reasons why we cannot do this)
- to restrict our processing of your personal data
- to object to what we are doing with your information
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance (dpo@wilsonsschool.sutton.sch.uk). If you continue to have concerns 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 'Department for Education' section of this notice.

Withdrawal of consent and the right to lodge a complaint

In the few circumstances 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 Officer dpo@wilsonsschool.sutton.sch.uk.