



# Westhaven School

## Privacy notice

### How we use student information GDPR compliant

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Westhaven School is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Services. We hold this personal data to:

- Support your learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Assess how well we are doing
- To comply with the law regarding data sharing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for Post 14 qualifications the Learning Records Service will give us your unique learning number (ULN) and may also give us details about your learning or qualifications.

**We will not give information about you to anyone, without your consent, unless the law and our policies allow us to.**

**The category of student information that we collect, hold and share include:**

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attending, number of absences and absence reasons)
- Relevant medical information
- Special Educational Needs information
- Examination information (such as ULN, Unique Candidate Identification(UCI) and Examination Number)
- Assessment information (such as national curriculum levels and progress)
- Safeguarding (such as support workers and medical information)
- Behaviour and internal/external exclusion information
- Online identifiers (such as IP address etc)

**Why we collect and use this information**

We use the student data to:

- Support student learning

- Monitor and report on student progress
- Provide appropriate pastoral care and safeguarding support
- Assess the quality of our services
- Comply with the law regarding data sharing

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

We collect and use student information for general purposes. The collection and use of student information is necessary for Westhaven to preform our role as a school. This task has a clear basis in law, specifically the Education Act 1996 and the Education (Information About Individual Students) (England) Regulations 2013. More information can be found at <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> and <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **Collecting student information**

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 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**

Under the Limitation Act 1980 we will store pupil files from their date of birth plus 25 years. After this point files will be securely disposed of.

### **Who we share information with**

We routinely share student information with:

- Schools that the students attend after leaving us
- Our Local Authority (LA)
- Department for Education (DfE)
- School Nursing Service
- Social Services
- National Health Services (NHS)
- Police and other official Government bodies

### **Why we 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. We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our students with the DfE under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

### **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>

### **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 advisors

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/student once he/she reaches the age of 16.

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

The NPD is owned and managed by the DfE and contains information about students 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 students to the DfE as part of statutory data collections such as the school census and early year's census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) England Regulations 2013.

To find out more about the NPD go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our students 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
- What level and sensitivity of data has been requested
- What arrangements are in place to store and handle the data

To be granted access to student 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 <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information (and for which project) please visit the following website <https://www.gov.uk/government/publications/dfе-external-data-shares>

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

## Requesting access to your personal data

Under data protection legislation parents 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 [reception@westhavenschool.org.uk](mailto:reception@westhavenschool.org.uk)

You 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

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 by emailing [reception@westhavenschool.org.uk](mailto:reception@westhavenschool.org.uk)

Alternatively you can contact the Commissioner's Office at <https://ico.org.uk/concerns/>

We will not give information about you to anyone outside of the school without your consent unless the law and our policies permit it. We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE).

## Contact

If you would like to discuss anything in this privacy notice please contact [reception@westhavenschool.org.uk](mailto:reception@westhavenschool.org.uk)

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## History of Document

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