



Altwood
Church of England School

Privacy Notice
Pupils, Parents and Carers

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Who processes your information?

Altwood Church of England School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The school has a data protection officer who can be contacted on dpo@altwoodschool.co.uk. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Altwood Church of England School upholds are imposed on the processor.

Why do we collect and use your information?

Altwood Church of England School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the Department for Education. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information

Privacy Notice Pupils, Parents and Carers



- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Altwood Church of England School and their families is stored in line with the school's GDPR Data Protection and retention of records Policy which is available on the school website altwoodschool.co.uk/privacy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the Department for Education on a statutory basis, this includes the following:

Student personal details including:

- Name
- Address
- Date of birth
- Special Educational Needs and Disabilities
- Attendance/Exclusions
- Gender
- First Language
- Students in receipt of additional funding
- Nationality
- Unique Pupil Number
- Subjects studied
- National Curriculum Year

The National Pupil Database (NPD) is managed by the Department for Education and contains information about pupils in schools in England. Altwood Church of England School is required by law to provide information about our 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 NPD. The Department for Education may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.

Privacy Notice Pupils, Parents and Carers



- Providing information, advice or guidance.

The Department for Education has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Altwood Church of England School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school may routinely share pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority
- The NHS
- Emergency Services
- Education Welfare Service
- Intensive Family Support Service
- Social Services
- Education Psychologists
- Alternative Providers
- Other schools
- MASH (Multi-Agency Support Hub)
- CAMHS
- Educational Psychologists
- Shine
- Speech and Language team
- OFSTED
- Exam boards
- SISRA Analytics
- Learning Plus UK

The information that we share with these parties includes the following:

School

First Name

Last Name

Date of Birth

House number

Street

Town

Postcode

Gender

Ethnicity

Statement

Disability/ Health.

Privacy Notice Pupils, Parents and Carers



Once our pupils reach the age of 13, we are required by law to pass on certain information to our Local Authority or providers of youth support services, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of pupils who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the Local Authority or name of provider of youth support services, by informing Altwood Church of England School Data Protection Officer via email or letter. Once pupils reach 16 years of age, this right is transferred to them, rather than their parents. For more information regarding services for young people, please visit our Local Authority's (Royal Borough of Windsor and Maidenhead) website:

<https://www3.rbwm.gov.uk/>

We are also required to pass certain personal information to careers services once pupils reach the age of 16. The information accessible by careers services includes:

School
First Name
Last Name
Date of Birth
House number
Street
Town
Postcode
Gender
Ethnicity
Statement
Disability/ Health.

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Altwood Church of England School uses your personal data.
- Request access to the personal data that Altwood Church of England School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.

Privacy Notice Pupils, Parents and Carers



- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Altwood Church of England School and/or the Department for Education is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the Department for Education collect, use and store your personal data, please visit our website <http://www.altwoodschool.co.uk/privacy> where you will find our data protection policy and other information.

Privacy Notice Pupils, Parents and Carers



Declaration

I, parent/carer/student, declare that I understand:

- Altwood Church of England School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Altwood Church of England School may share my data with the Department for Education, and subsequently the Local Authority.
- Altwood Church of England School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Altwood Church of England School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name: _____

Signature: _____

Date: _____