

## **GDPR PRIVACY NOTICE**

*For Pupils and their families attending*

### **Woodlands Academy of Learning**

#### **Who processes your information?**

Woodlands Academy of Learning is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner which, any personal data relating to pupils and their families is to be used.

In some cases, your data will be shared 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 Woodlands Academy of Learning upholds are imposed on the processor.

#### **Why do we collect and use your information?**

Woodlands Academy of Learning holds the 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, LA and/or the DfE. 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?**

- 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
- Information relating to SEND

- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management and attendance procedures

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis, 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.

The categories of parent information that the school collects, holds and shares includes the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial information where appropriate, e.g. to check eligibility for FSM
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

### **How long is your data stored for?**

Personal data relating to pupils at Woodlands Academy of Learning and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with 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 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 pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Woodlands Academy of Learning is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE 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
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Woodlands Academy of Learning will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority

- The NHS
- External Attendance Support Officer (EASO)
- External providers of our sports provision and after school support
- The providers of secure software used for management personal information
- Our school photographer
- External education support agencies and consultants with curriculum expertise

## 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:

- Request access to the personal data that Woodlands Academy of Learning holds
- 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
- 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

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

To make a request for your personal information, contact our Data Protection Officer at [DPO@woodlands.walsall.sch.uk](mailto:DPO@woodlands.walsall.sch.uk) or by writing to Woodlands Academy of Learning, Bloxwich Road North, Willenhall WV12 5PR. Please address letters: **For the attention of the Data Protection Officer.**

## Where can you find out more information?

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 pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-recieved>

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

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: [DPO@woodlands.walsall.sch.uk](mailto:DPO@woodlands.walsall.sch.uk) or by writing to Woodlands Academy of Learning, Bloxwich Road North, Willenhall WV12 5PR. Please address letters: **For the attention of the Data Protection Officer.**

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