



YSGOL

STANWELL

SCHOOL

Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Medical information
- Additional Learning Needs information
- Behaviour and achievement records
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment and examination information
- Destinations information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to ensure pupil and parent access to school facilities such as *Parentpay, Moodle* etc.

The lawful basis on which we process this information:

We collect and use pupil information under We collect and use pupil information under the Education Act 1996 that requires schools to collect and share pupil data with national governments and Local Authorities. This is reflected in Article 6 of the General Data Protection Regulation May 2018 which states '*Processing shall be lawful only if and to the extent that processing is necessary for compliance with a legal obligation to which the controller is subject.*'

Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for the duration of pupils being on roll and for six years after the child's cohort has left post-16 education.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (Vale of Glamorgan)
- Central South Consortium (CSC)
- Welsh Government
- the Department for Education (DfE)
- NHS
- Capita Education Software Solutions: provider of the Schools Integrated Management System (SIMs) for storing pupil data, curriculum and assessment data.

Stanwell School will not sell, distribute or lease your personal information to third parties unless we have informed you, have your permission or are required to by law. Information may be shared with third parties who are under contract to act for us.

Why we share pupil information

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

We share pupils' data with Welsh Government 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 our local authority (LA) and the Welsh Government under the Government of Wales Act 2006, Section 7.

Data collection requirements:

To find out more about the data collection requirements placed on us by Welsh Government and (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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 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 / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with 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:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

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. Where pupils in Stanwell transfer to English schools data will be shared accordingly. 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. In Wales Welsh Government acts as the NPD and the following applies in both cases.

We are required by law, to provide information about our pupils as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD.

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 pupils from the NPD with third parties who promote the education or well-being of children in England (or Wales) 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
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil 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 pupil information, (and for which project), please visit the following website:

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

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

To contact Welsh Government: customerhelp@gov.wales

Requesting access to your personal data

Under data protection legislation, parents and pupils 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 Mr J Mansfield on 029 20707633.

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; and

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mr James Mansfield
Senior Assistant Headteacher / Data Protection Officer
Stanwell School
Archer Road
Penarth

029 20707633
jmansfield@stanwell.org