



Pupil and Parent Privacy Notice

Policy Aim

This policy has been written to ensure that the school's ethos, curriculum, and practices promote shared values. It also encourages staff, children and other members of the Welbourne community to understand others and to value diversity, irrespective of gender, race, belief and sexual orientation.

As a Rights respecting School, we put the United Nations Convention on the Rights of the Child at the heart of our planning, policies, practice and ethos.

Policy Agreed	Reviewed by	Ratified	Approved by	Signature on behalf FGB	Next Review
January 2025	Robert Lane	20/01/25	Andrew Dowell		January 2027

Privacy Notice (How we use pupil information)

Welbourne Primary collects, holds and shares certain personal data relating to pupils and their families that you provide us. The school collect and uses personal information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989.

The school may also receive information regarding pupils and their families from previous schools, Haringey Council of the Department of Education.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

How do we collect your information

We collect your personal information via the following methods:

- Admission and Registration forms
- Common Transfer File (CTF) from your previous school
- Through safeguarding correspondence, such as Child in Need and Child Protection Plans

How do we store your information?

All information is stored securely, either in locked cabinets or within secure cloud based systems. The school has a GDPR Information Asset Register that shows how information is kept securely.

Why we collect and use pupil information

Welbourne Primary will collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- g) to safeguard children

h) to comply with the law on regarding data sharing

Data processed based on your Consent

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 you have a choice in this.

If we need your consent, the School will provide you with clear and detailed information as to why the School is collecting the data and how the data will be used.

Where Welbourne Primary School processes your data based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Welbourne Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO).

The lawful basis on which Welbourne Primary School uses this information

Welbourne Primary School collects and uses pupil information under the submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.

Putting the school census on a statutory basis complies with Article 6 and Article 9 of the GDPR which set the lawful basis for processing data and:

- Means that schools do not need to obtain parental or pupil consent to the provision of information;
- Ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils;
- Helps to ensure that returns are completed by schools.

Why we regularly 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.

Welbourne Primary School shares pupils' data with the DfE on a statutory basis such as the school census information and early years' census. This data sharing is used to assess school funding, educational attainment policy and monitoring.

The School is also required to share information about its pupils with Haringey Council as the local authority and the DfE under section 3 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. The information 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.

Welbourne Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, for example, the school census; some of this information is then stored in the NPD.

The DfE may share information about Welbourne Primary School pupils taken from the NDP with other organisations 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 NDP is maintained.

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-collectionand-censuses-for-schools>.

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

Processing your data

In some cases, the School will contract with an external organisation to process your data. The same data protection rules will apply to any external organisation.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- The NHS
- Haringey Educational Partnership

Unless the law requires the School to share your data, it will only do this with your consent.

How long is your data stored for?

Personal data relating to pupils at Welbourne Primary School and their families is stored in line with the School's GDPR Data Protection Policy.

The School stores data only for as long as is necessary to complete the task for which it was originally collected.

The retention period of pupil data varies depending on the nature of the information. The following summarises some of the key data collated by Welbourne Primary School will collate and retain pupil data. The School will apply best practice on data retention for example, the Information Management Toolkit for Schools when deciding how long to retain data.

Admission Registers	Date of last entry in the book (or file) + 6 years
Attendance registers	Date of entry + 3 years
Examination results / Statutory Assessments	Current year + 6 years
Pupil records (Includes EAL, Exclusions and Student Photos)	Until child is 25 years old
Safeguarding / Child Protection Data	DOB + 25 years
Special Educational Needs and Disability (SEND)	DOB + 25 years

What are your rights?

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 the School Business Manager on 020 8808 0427 or via email at admin@Welbourne.co.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 where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

Requesting access to your personal data

Under data protection legislation (the General Data Protection Regulations and Data Protection Act 2018), parents and pupils have the right to request access to information that Welbourne Primary School holds about them.

To make a request for your personal information, or be given access to your child's educational record, contact the School Business Manager on 020 8808 0427 or via email at admin@welbourne.haringey.co.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; and
- 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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Where can you find out more information and who to contact?

If you would like to find out more information about how Welbourne Primary School collects, uses and stores your personal data, please read our GDPR Data Protection Policy.

If you would like to discuss anything in this privacy notice, the School Business Manager, Dawn McKenzie acts as a representative for Welbourne Primary School with regard to its data controller.