

Wotton House Pupil Privacy Notice

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

1. Personal information (such as name, unique pupil number and address)
2. Characteristics (such as ethnicity, language, nationality, country of birth)
3. Attendance information (such as number of absences and absence reasons)
4. Assessment and attainment information
5. Medical information
6. Special educational needs information
7. Behaviour related information

2. Why we collect and use this information:

1. to support pupil learning
2. to monitor and report on pupil progress
3. to make provision for special educational needs
4. to safeguard pupils
5. to provide appropriate pastoral care
6. to assess the quality of our services
7. to comply with the law regarding data sharing

3. The lawful basis on which we use this information:

We collect and use pupil information under Article 6 (1)(a) the General Data Protection Regulations 2016/679 you give us consent when you first make an enquiry, Article 6(1)(b) where processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract Article 6 (1)(e) for public interest purposes and special category data which relates to pre-existing health conditions under Article 9 (2)(h) for the provision of health treatment or management.

4. Collecting pupil information

1. 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.
2. Storing pupil data

We store pupil data securely either digitally in cloud storage which is password protected or in paper records which are in a locked cabinet in a locked office. We hold pupil data for the period they are on role at the school plus six years unless they transfer to another secondary school in which case their file will be forwarded to their new school. The exceptions to this include records relating to special educational needs which are kept until the pupil reaches the age of 30 and safeguarding records which may be kept indefinitely.

3. Who we share pupil information with:
 1. schools that the pupil's attend after leaving us
 2. our local authority
 3. the Department for Education (DfE)

4. 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 the Department for Education (DfE) on a statutory basis. This data sharing underpins educational attainment policy and monitoring.

5. Data collection requirements:

1. 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>.
2. Youth support services for 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.

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.

3. 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. 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 pupils to the DfE 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. The law that allows this is the Education (Information About Individual Pupils) (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 pupils from the NPD with third parties who promote the education or well-being of children in England by:

1. conducting research or analysis
2. producing statistics
3. providing information, advice or guidance
4. 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:
 1. who is requesting the data
 2. the purpose for which it is required
 3. the level and sensitivity of data requested: and
 4. 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>

6. 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, please contact the school.

You also have the right to:

1. object to processing of personal data that is likely to cause, or is causing, damage or distress
2. prevent processing for the purpose of direct marketing
3. object to decisions being taken by automated means
4. in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
5. 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/>

7. Contact

If you would like to discuss anything in this privacy notice, please contact: Wotton House International School, Wotton House, Horton Road, Gloucester, GL1 3PR; email: info@iveuk.com or telephone: 01452 764248.