

**Why do we collect and use pupil information?**

We collect and use pupil information under the legal basis that it is necessary to do so to carry out our tasks in the public interest and for compliance with a legal obligation.

The school also collects special categories of data (medical data, religious beliefs, ethnicity etc) which is directly covered by Article 9(2)(g) of GDPR alongside Schedule 1, part 2, paragraph 18 of the DPA 2018.

**We use pupil data:**

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care and additional safeguarding support
- to assess the quality of our services
- to comply with the law regarding data sharing
- to monitor and support on pupil behaviour
- to provide access to services and provisions such as NSIX emails

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

Sheringham Woodfields 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, LA and/or the DfE. We collect and use personal data in order to meet legal requirements of carrying out our public task and duty along with 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
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

We will also seek consent for the processing of certain data.

**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)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Safeguarding information (such as disclosures and nagging doubts, actions taken / support given and official reports from the Local Authority)
- Behaviour information (such as behaviours witnessed/seen in school, associated injuries, physical/restrictive physical interventions used to support and support and intervention plans)
- Assessment information (such as where how well the child is currently performing and scrutiny of class based work) which we record within a programme called Evidence for Learning
- Medical and Care information (such as Health Care Plans, Moving and Handling Plans, Intimate Care Plans and Medication forms)
- Special Educational Needs information (such as Education and Health Care Plans, IEPs and Communication passports)
- Post 16 Learning information (such as aspirations for the future and support needed to aid transition)
- For pupils that use/have access to Eye Gaze equipment, said software will store

- biometric data in connection with their eyes and how they track/move.
- Telephone voice recordings of calls made into and out of the school, held for 12 months

This data may be held electronically and/or in paper form, depending on the method required to both run the school and satisfy key partners.

### **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 until a child reaches the age of 30, after which the information we hold is securely destroyed. More information is within the schools GDPR Data Protection policy.

### **Who do we share pupil information with?**

We will routinely share pupil information with the following to ensure we meet our statutory requirements:

- Parents/Carers via the Home/School Book, End of Year Reports, EHCP Meetings and Parent events, Evidence of Learning Assessment Platform (EFL) and WeDuc
- Schools/Colleges that the pupil's attend after leaving us
- Our local authority (Norfolk County Council) and other local authorities if the child is moving out of county. Norfolk County Council routinely monitor attendance (and this aspect of their duties is explicit in the Children's Service Privacy Notice available from Norfolk County Council).
- The Department for Education (DfE)
- School nursing team and Just One Norfolk Teams (including MHST)
- Support services linked to Norfolk County Council (ICT Shared Services, Virtual School, Sensory Support Service, Norfolk Steps)
- NHS linked organisations (StarFish, StarFish Plus, Speech and Language Service, CAHMS, NCHC)
- You, our families, to let you know how your child is doing and to discuss/provide support where and when needed.
- Other visiting professionals that the School contracts (therapy providers etc) that you have agreed to.

### **Aged 14+ qualifications**

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications. Their Privacy Notice can be found here: <https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice>

### **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 school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **Data collection requirements:**

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>.

### **Youth support services**

#### **What is different about 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 / 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.

#### **Our 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. 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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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:

- 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>

### **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:

**Name:** Matthew Smith (DPO Centre)  
**Tel:** 01263 820520  
**Email:** [dpo@sheringhamwoodfields.norfolk.sch.uk](mailto:dpo@sheringhamwoodfields.norfolk.sch.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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>. The ICO are the supervisory authority

### **Contact:**

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

**Name:** Matthew Smith  
**Tel:** 01263 820520  
**Email:** [dpo@sheringhamwoodfields.norfolk.sch.uk](mailto:dpo@sheringhamwoodfields.norfolk.sch.uk)

Please see our dedicated page on our school website for a list of who we share information with to ensure we are able to carry out our statutory duties (<https://sheringhamwoodfields.co.uk/about-us/gdpr-general-data-protection-regulations/>)