Wimbledon Chase's Privacy Notice for parents/carers

This notice is to help you understand how and why we collect personal information and what we do with that information. It also explains the decisions you can make about your child's information.

We, at Wimbledon Chase Primary School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is **Mr Derek Crabtree** (schoolsDPO@merton.gov.uk)

The categories of personal data that we collect, use, store and share includes, but is not restricted to:

- Personal information (such as name, unique pupil number, contact details, contact preferences, DOB, identification documents)
- Characteristics (such as ethnic background, special educational needs, language, nationality, country of birth, religion and free school meal eligibility)
- Emergency contact and family information such as names, relationships, phone numbers and email addresses
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment information including National Curriculum Assessment results
- Exclusion/Behavioural information
- Details of any medical conditions, including physical and mental health
- Safeguarding information
- Photographs
- CCTV images captured in school
- Video recordings
- Information about the use of our IT system (such as access to internet sites)

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

We collect and use this data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care

- protect pupil welfare
- to assess the quality of our services
- administer admissions waiting lists
- carry out research
- comply with the law regarding data sharing
- to meet the statutory duties placed upon us for DfE data collections
- support Special Educational Needs
- to meet medical needs

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

We collect and use pupil information under the requirements set by the Data Protection Act 1998, the Education Act 1996, and Articles 6 (Lawful Processing) and 9 (Processing of special categories of personal data) of the GDPR.

Collecting this data

We collect pupil information from admission forms or Common Transfer File (CTF) or secure file transfer from previous schools. This information may be updated when the school is informed of any changes during the pupils' time at this school. We may also get information from professionals such as doctors and from local authorities.

Pupil data is essential for the schools' operational use. Whilst the majority of information we collect about pupils is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

A copy of our school's retention schedule is available from the School Business Manager, Mrs Kate Baker via the school office.

Data sharing

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority – to meet our legal obligations (under section 3 of the Education Regulations 2013) to share certain information with it, such as safeguarding concerns and exclusions
- the Department for Education (DfE)
- Ofsted
- Health and social welfare authorities
- Professional advisers and consultants
- Third party providers for the purposes of enabling access to online resources

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

We do share pupils' data with the DfE on a statutory basis. This sharing underpins school funding and educational attainment policy and monitoring. To find out more about the data collection requirements placed on us by the DfE go to http://www.gov.uk/education/data-collection-and-censuses-for-schools

Much of the data collected goes on to be held in the National Pupil Database (NPD) It is owned by the DfE and 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.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

The law allows the DfE to share pupils' personal data 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

Transferring data internationally

Where we need to transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection

law. The European Commision has produced a list of countries which have adequate data protection rules. If the country that we are sending your information to is not on the list or, is not a country within the EEA then, it might not have the same level of protection for personal information as there is in the UK. We will contact you to discuss these safeguards before transferring any data.

Parents and pupils' rights regarding personal data

Under data protection legislation, parents and pupils (over 13) have the right to make a 'subject access request' (SAR) to gain access to personal information that we (the school) hold about them. Where the child is under 12, a parent or carer can make a request on the child's behalf.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request (SAR), and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form within a month of your request

You also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

In addition to this, you also have a legal right to access your child's **educational record**.

If you would like to make a subject access request please contact our Data Protection Officer, Mr Derek Crabtree, at schoolsDPO@merton.gov.uk or contact:

Miss Tia Fortescue, our School Business Manager, via the school office.

Other rights

Furthermore you have the right to:

- ask us to correct any information that is incorrect

- object to the use of personal data if is likely to cause, or is causing, damage or distress
- prevent it being used to send direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, deleted or destroyed, or restrict processing or labelled confidential
- claim compensation for damages caused by a breach of the data protection regulations

If you consider that our collection or use of personal information is unfair, misleading or inappropriate, or have a concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer, Mr Derek Crabtree. Alternatively, you can contact the Information Commissioner's Office by emailing https://ico.org.uk/concerns/, calling 0303 123 1113 or by letter to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like to discuss anything in this privacy notice, please contact us:

London Borough of Merton	London Borough of Merton	Mr Derek Crabtree
Wimbledon Chase Primary	Information Governance Team	Data Protection Officer
Merton Hall Road	Civic Centre	Civic Centre
Wimbledon	Morden	Morden
SW19 3QB	SM4 5DX	SM4 5DX
Tel: 0208 542 1413	Tel: 020 8545 4182	schoolsDPO@merton.gov.uk