

# WICKERSLEY

SCHOOL & SPORTS COLLEGE

# POLICIES

PRIVACY NOTICE



## **Privacy Notice/Fair Processing – Data Protection Act 1998**

Wickersley School and Sports College collects information from you and may receive information about you from your previous school and the Learning Records Service.

### **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)

It is a requirement that this information is collected and this information is shared where appropriate with the DfE, LEA and 3<sup>rd</sup> party providers associated with the school. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

Your information – the principle way in which school collects personal information is when students enrol with us and through the annual data sheet updates. We also collect information on a daily basis relating to student attendance, behaviour, progress, achievement, health & disability, special educational needs. We also collect information when parents and students voluntarily complete surveys & questionnaires. Website usage is collected using cookies.

We collect and use pupil information under Article 6, and Article 9 of the GDPR and according to the Education Act 1996 and the school census, this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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.

We hold pupil data until the child is 25 years of age

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>.

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 Jane Jackson in our data team.

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/>

If you would like to discuss anything in this privacy notice, please contact: Helen Alderson  
halderson@wickersley.net