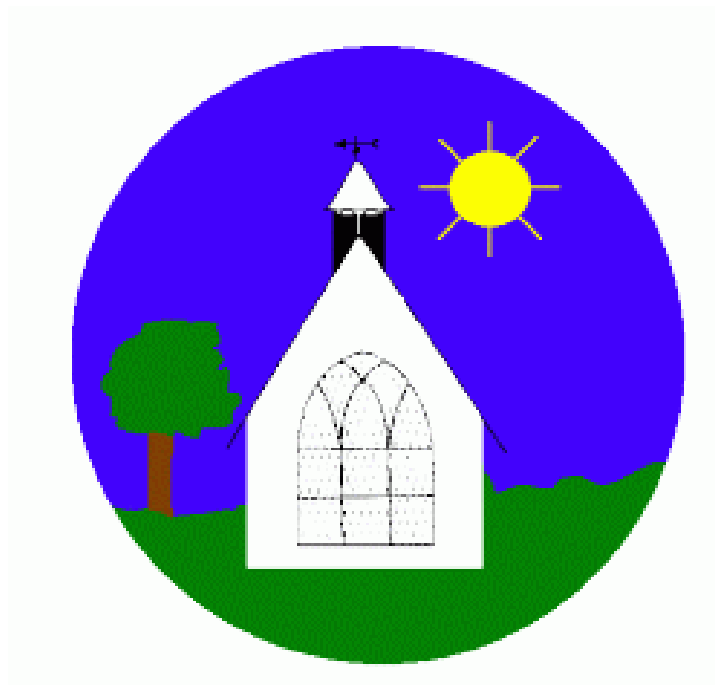


Shine as Lights in the World



St. Michael's Woolmer Green C of E Primary School

Privacy Notice – pupils

Date of review:	July 2026
Date of next review:	July 2027
Responsibility:	Full Governing Body
Classification:	Public

Introduction

We are required by law to collect and process personal data relating to all of our pupils. This privacy notice provides you with information about how we collect and process personal data of our pupils in accordance with UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

How we use pupil information

We collect and hold data and information about our pupils so that we can run effectively as a school. This privacy notice explains how and why we collect pupil data, what we do with it and what rights parents and pupils have.

St Michael's Woolmer Green is a Voluntary Aided primary school and the school is the Data Controller. We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO on: DPO@woolmergreen.herts.sch.uk.

As a school it is necessary for us to process personal data about pupils and family contacts in order to work and communicate effectively with families, safeguard the children in our care and maintain communication with parents/carers about the wellbeing and academic progress of their child(ren).

We are a Church of England Primary School and are supported by the Diocese of St Albans and the Diocesan Board of Finance. As a result, any personal data, from contact details to communications about more sensitive matters such as parental complaints, will be processed according to the Diocese's privacy policy: Privacy Policy - The Diocese of St Albans.

Why do we collect and use pupil information?

We collect and use pupil information under section 537QA of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category sensitive personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

We collect and use student information under the following lawful bases under UK GDPR:

- a. where we have the consent of the data subject (Article 6(a));
- b. where it is necessary for compliance with a legal obligation (Article 6(c));
- c. where processing is necessary to protect the vital interests of the data subject or another person (Article 6(d));
- d. where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(e)).
- e. where processing is necessary for our legitimate interests or the legitimate interests of a third party (Article 6(f)).

Where the personal data we collect about students is sensitive (i.e. special category) personal data, we will only process it where:

- a. we have explicit consent (Article 9(2)(a));

- b. processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent (Article 9(2)(c)); and/or
 - c. processing is necessary for reasons of substantial public interest, and is authorised by UK law (see section 10 of the 2018 Data Protection Act) (Article 9(2)(g)).
- Please see our Data Protection Policy for a definition of sensitive personal data.

We use pupil data to support our statutory functions of running a school, including but not limited to:

- a. to liaise with Hertfordshire County Council (HCC) regarding school admissions;
- b. to support pupil learning;
- c. to monitor and report on pupil progress;
- d. to provide appropriate pastoral care;
- e. to assess the quality of our services;
- f. to comply with the law regarding data sharing;
- g. for the protection and welfare of pupils and others in the school;
- h. for the safe and orderly running of the school;
- i. to promote the school;
- j. to communicate with parents / carers.

The categories of pupil information that we collect, hold and share include, but is not limited to:

- a. Personal information (such as name, unique pupil number and address)
- b. Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- c. Attendance information (such as sessions attended, number of absences and absence reasons);
- d. Assessment information such as current progress, predicted progress and where appropriate data relating to any assessments, tests or exams undertaken;
- e. Relevant medical information including any conditions or allergies, the need for epipens/medication, emergency contact and doctor's details
- f. Special educational needs information, including information about any particular needs a pupil has, any funding that is received specifically for a pupil, statements of individual need and health care plans;
- g. Behavioural information, which may include information about general classroom behaviour, any awards received, together with any detentions, fixed-term or permanent exclusions;
- h. Pastoral and safeguarding information, including notes on any home visits undertaken;

From time to time and in certain circumstances, we might also process personal data about pupils, some of which might be sensitive personal data, including information about criminal proceedings/convictions and child protection/safeguarding. This information is not routinely collected about pupils and is only likely to be processed by the school in specific circumstances relating to particular pupils, for example, if a child protection issue arises or if a pupil is involved in a criminal matter. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and/or the Police. Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.

We collect information about pupils when they join the school and update it during their time on roll as and when new information is acquired.

Collecting pupil information

Whilst the majority of pupil information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR, we will inform a pupil and/or their parent/carer (as appropriate) whether they are required to provide certain information to us or if they have a choice in this. Where appropriate, we will ask a pupil and their parent/carer for consent to process personal data where there is no other lawful basis for processing it, for example where we wish to use photos or images of pupils on our website or on social media or if we want to ask permission to use a pupil's information for marketing purposes. A pupil and/or their parent/carer (as appropriate) may withdraw consent at any time.

In addition, the School uses CCTV cameras around the school site for security purposes and for the protection of staff and students. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or to investigate other issues. CCTV footage involving pupils will only be processed to the extent that it is lawful to do so. Please see our CCTV policy for more details.

Storing pupil data

We hold pupil data securely and have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. Access to information is limited to those who have a business need to know it and who are subject to a duty of confidentiality. A significant amount of personal data is stored electronically, on the school's management information system. Some information may also be stored in hard copy format.

Data stored electronically may be stored on a secure cloud based system provided by external organisations.

We also have procedures in place to deal with any suspected data security breach. We will notify a pupil and their parent/carer and any applicable regulator of a suspected data breach where we are legally required to do so.

When a pupil moves to another educational setting or school phase, the vast majority of information that we hold will move to that setting, although we may need to retain a certain amount of personal data as laid out in our Records Management Policy and Retention Schedule which is available upon request.

Who do we share pupil information with?

We routinely share pupil information with:

- any school that a pupil attends after leaving us;
- our local authority, Hertfordshire County Council;
- a pupils home local authority (if different to above);
- commissioned providers of services, e.g. Herts for Learning Ltd
- the Department for Education (DfE);
- school governors e.g. when they are dealing with exclusions and complaints;
- exam boards;

From time to time, we may also share pupil information with other third parties including, but not limited to, the following:

- the Police and law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists,
- Education Welfare Officers;

- Courts, if ordered to do so;
- the National College for Teaching and Learning;
- the Joint Council for Qualifications;
- Prevent teams in accordance with the Prevent Duty on schools;
- other schools, for example, if we are negotiating a managed move and we have appropriate consent to share information in these circumstances;
- our HR providers, for example, if we are seeking HR advice and a pupil is involved in an issue;
- our legal advisors;
- the DfE's Risk Protection Arrangement provider;
- tour operators and travel companies when a pupil participates in a school trip
- attendance officers

Some of the above organisations may also be Data Controllers in their own right, in which case we will be joint controllers of pupil's personal data and may be jointly liable in the event of any data breaches.

We may also share pupil data with a number of software providers which may be used to: support pupil learning; monitor and report on pupil attainment and progress; deliver the educational curriculum; ensure the safety and wellbeing of pupils; communicate with parents; or carry out other operational processes to support our core activities as a public authority under Article 6(e) of UK GDPR. A full list of these providers is available on request. These providers act as data processors on our behalf and are required to take appropriate security measures to protect personal information in line with our policies. We do not allow them to use pupils' personal data for their own purposes and we only permit them to process students' personal data for specified purposes and in accordance with our instructions.

In the event that we share personal data about pupils with third parties or data processors, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data. Where necessary, we will carry out a Data Protection Impact Assessment (DPIA) to assess any risks involved.

Why we share pupil information

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

We share pupil 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 the (DfE) under regulation 5 of The Education (Information About Individual Students) (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>.

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. 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-student-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 DfE 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 student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-student-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, pupils and parent/carers have the right to request access to information about them that we hold ("Subject Access Request"). Where a child does not have the maturity to make their own request for personal data, parents may do so on their behalf in a primary school setting. To make a request for your child's personal data, or be given access to your child's educational record, contact the school office or the DPO, although any written request for personal data will be treated as a Subject Access Request.

Subject to the section below, the legal timescales for the School to respond to a SAR is one calendar month. As the School has limited staff resources outside of term time, we encourage you to submit a SAR during term time and to avoid sending a request during periods when the School is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. If requests are received when we are closed, it is very likely that we will need to extend our response time. For further information about how we handle SAR, please see our Data Protection Policy.

Parents of pupils who attend a maintained school have a separate statutory right to access their child's educational record. Upon receipt of a written request for a pupil's educational record, the School will respond to it within 15 school days. This is an independent legal right of parents which falls outside of the UK GDPR, therefore a pupil's consent is not required even if a pupil is able to make their own decisions in relation to their personal data unless a court order is in place which states otherwise.

The term "parent" is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the student has contact with that parent), and also includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives. It is therefore possible for a pupil to have several "parents" for the purposes of education law.

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 our data protection responsibilities.

We will always seek to comply with any requests regarding a pupils rights, but please note that we may still be required to hold or use a pupils information to comply with legal duties.

For further information, please see the [guidance](#) from the Information Commissioner's Office (ICO). If you have a concern about the way we are collecting or using a pupils personal data, you should raise this with us in the first instance or directly to the ICO at <https://ico.org.uk/concerns/>

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide a new privacy notice when we make any substantial updates.