

## Privacy Notice for pupils (shared with parents & carers)

**This letter might be difficult for you to understand. You can ask your parents or another adult such as your teacher to help you understand it.**

**It is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information.'**

### Who we are

You already know that your school is Abbeyfield School and is the organisation which is in charge of your personal information. This means it is called the Data Controller.

The postal address of Abbeyfield is Stanley Lane, Chippenham, Wiltshire, SN15 3XB.

If you want to contact us about your personal information you can contact our Student Data Manager, Mrs Hill. You can speak to her in school or you can leave a letter at reception or send one by post.

We also have a Data Protection Officer (DPO) who is provided by a company called i-west.

### How we use pupil information

Abbeyfield School collects and holds personal information relating to our pupils and may also receive information about them from their previous school, local authority and / or the Department for Education (DfE). We use this personal data to:

- support your learning
- monitor and report on your progress
- provide appropriate care for you; and
- assess the quality of our services
- to comply with the law about sharing personal data

This information will include your contact details, national curriculum assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have as well as relevant medical information. We will also use photographs of you. More details about this are in our photograph policy.



**OUTSTANDING BEHAVIOUR, LEADERSHIP AND MANAGEMENT 2017**



Telephone 01249 464500  
Fax 01249 464545

Email [contact@abbeyfield.wilts.sch.uk](mailto:contact@abbeyfield.wilts.sch.uk)  
Website [www.abbeyfieldschool.co.uk](http://www.abbeyfieldschool.co.uk)

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

The use of your information for these purposes is lawful for the following reasons:

- The school is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be when we are involved in activities which are not really part of our job as a school but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents even if you can make your own decision.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you / your parents to provide it, whether there is a legal requirement on the school to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

### **When we give your information to others**

Once our pupils reach the age of 13, the law requires us to pass on certain information to Wiltshire Local Authority, who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent / guardian can request that **only** their child's name, address and date of birth be passed to Wiltshire Local Authority by informing Mrs Hill, Student Data Manager. This right is transferred to the child once he / she reaches the age 16. For more information about services for young people, please go to our local authority website <http://www.wiltshire.gov.uk/schoolseducationandlearning>

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact:

- The Data Protection Manager – Mrs J Hill

We are required, by law section 3 of the Education (Information about Individual Pupils) (England) Regulations 2013, to pass certain information about our pupils to our local authority (LA). The Local Authority means Wiltshire County Council.

The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

### **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 [National pupil database: user guide and supporting information - GOV.UK](#).

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
- 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>

We will also normally give information about you to your parents or your main carer.