

Privacy Notice – Pupil Data

General Data Protection Regulations (UK GDPR) 2018

The Westcountry Schools Trust (WeST) is the Data Controller for the purposes of the GDPR regulations.

Personal data is held by individual schools and the Trust about all pupils on roll. Pupil data assists in the smooth running of the individual school and is used to inform and support pupil's learning. For details of our schools please refer to Annex A.

This personal data includes some or all of the following:

The categories of pupil information that schools collect, hold and share include:

- Personal information (such as name, date of birth, 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)
- Assessment information and exam results (such as the outcomes of statutory assessment arrangements, school internal assessment judgements, commercial tests and external exams i.e. RS Assessment tests (PIRA/PUMA), NGRT Reading tests, GCSE, A level and vocational exams)
- Special Education Needs information (including, but not limited to, professional reports, supporting assessment information including screening outcomes, SEN Education Plan documentation and specific information relating to EHCP requirements)
- Medical information (including, but not limited to, details of any medical conditions i.e. allergies, details of medication required, specialist reports)
- Behaviour information (such as school detentions, suspensions and exclusions)
- Biometric data required for cashless catering purposes
- Photographic images
- Information relating to safeguarding requirements

Why we collect and use this information

WeST Schools use the pupil data:

- to support pupil learning including at points of transition
- to monitor and report on pupil attendance and educational progress
- to report on children missing from education
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the statutory requirements regarding data sharing
- to provide regular information about the school population to the Department for Education

- to comply with statutory responsibilities regarding safeguarding
- To provide information and updates about activities to parents/carers and the wider school community.

The lawful basis on which we use this information

WeST Schools process pupil information under article 6 (e) of the GDPR regulations where processing is necessary for the performance of a task carried out in the public interest. In addition some pupil data is subject to extra protection under the special category condition and is processed under article 9 (g) processing is necessary for reasons of substantial pupil interest.

The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.

The transfer of records between maintained schools, including maintained special schools, is set out in the Education (Pupil Information) Regulations 2005 (amendments 2008 and 2016).

Where we use your child's photographic image for safeguarding purposes, this is processed under article 6 (e) of the GDPR regulations where processing is necessary for the performance of a task carried out in the public interest.

In all other cases, the processing of your child's photographic image will only be carried out with consent provided under article 6 (a) where the data subject (or a person with parental responsibility if the child is under 16 years) has given consent to the processing of his or her personal data for one or more specific purposes.

<https://www.eugdpr.org/>

Collecting pupil information

Whilst the majority of pupil information you provide to the school is mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, the school will inform you whether you are required to provide certain pupil information or if you have a choice in this.

Storing pupil data

WeST schools hold pupil data for a set period in line with the recommendations provided by the Information and Records Management Society. Please contact the Data Protection Officer if you would like more information about the retention periods being applied.

Who we share pupil information with

WeST Schools routinely share pupil information with:

- WeST Central Services Team
- schools / colleges that the pupil's attend after leaving us
- the local authority and LA approved partners
- Organisation providing education services that we commission

- the Department for Education (DfE)
- Approved public service partners and their agents (NHS, Police, social services, Virgin Care)
- External providers of school systems used to support the education and well being of pupils including but not limited to – ESS Education Software Services Ltd, Microsoft Corporation, GL Assessment Ltd, Fischer Family Trust Ltd, SISRA Ltd, New Media Learning Ltd, LCP Ltd, eduFOCUS Ltd, CPOMS Ltd, Groupcall Ltd, ParentPay Ltd, InVentry Ltd, PA Financials Ltd, RS Assessment, Sparx Ltd.
- External providers of system used to communicate with the school community (press and social media providers)

Why we share pupil information

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

Schools 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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on schools 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

Pupils aged 13+

Once pupils reach the age of 13, schools also pass pupil information to the 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 or 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 the school. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

Schools also share certain information about pupils aged 16+ with the 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 the local authority website.

Devon <https://new.devon.gov.uk/help/contact-us/>

Plymouth <https://www.plymouth.gov.uk/contactus>

Cornwall <https://www.cornwall.gov.uk/council-and-democracy/contacting-the-council/>

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.

Schools 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 NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about 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>

Requesting access to your personal data

Under data protection legislation, data subjects have the right to request access to information that we hold. To make a request for your personal information, or be given access to your child's educational record, please submit your request to the data controller. Where a parent requests information for their child approval from the child is required before data can be provided.

To submit a subject access request please complete and return the form on the GDPR pages on the WeST website: <https://www.westst.org.uk/>

Data subject rights

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice V7 032023, please contact: WeST Data Protection Officer: DPO-WeST@westst.org.uk

Or in writing to:

Data Protection Officer
Westcountry Schools Trust
51 Encombe Street
Plymstock
PLYMOUTH PL9 7GN

Annex A

Westcountry Schools Trust Member	Site Address
Callington Community College	Launceston Road, Callington, Cornwall. PL17 7DR
Coombe Dean School	Charnhill Way, Elburton, Plymouth. PL9 8ES
Morley Meadow Primary	51 Encombe Street, Plymstock, Plymouth. PL9 7GN
Hele's School	Seymour Road, Plympton, Plymouth. PL7 4LT
Holbeton Primary School	The Square, Holbeton, Devon. PL8 1LT
Ivybridge Community College	Harford Road, Ivybridge, Devon. PL21 0JA
Oreston Community Academy	27 Oreston Road, Plymstock, Plymouth. PL9 7JY
Plymstock School	Church Road, Plymstock, Plymouth. PL9 9AZ
Sherford Vale School	Hercules Road, Sherford, Plymouth. PL9 8FA
Stowford School	Exeter Road, Ivybridge, Devon. PL21 0BG
Wembury Primary School	Knighton Road, Wembury, Plymouth. PL9 0EB
Woodlands Park Primary School	Abbot Road, Ivybridge, Devon. PL21 9TF
Yealmpton Primary School	Stray Park, Yealmpton, Plymouth. PL8 2HF
The Learning Institute	Victoria Beacon Place, Station Approach, Victoria, Roche, Cornwall. PL26 8LG
Boringdon Primary School	Courtland Crescent, Plympton, Plymouth. PL7 4HJ
Chaddlewood Primary School	Hemerdon Heights, Plympton, Plymouth. PL7 2EU
Glen Park Primary School	Glen Road, Plympton, Plymouth. PL7 2DE
Plympton St Maurice Primary School	Plympton Hill, Plympton, Plymouth. PL7 1UB
Woodford Primary School	Litchaton Way, Plympton, Plymouth. PL7 4RR
Ashburton Primary School	Whistley Hill, Ashburton, Newton Abbot. TQ13 7DW
Atrium Studio School	Balland Lane, Ashburton, Devon. TQ13 7EW
Buckfastleigh Primary School	Bossell Road, Buckfastleigh, Devon. TQ11 0DD
South Dartmoor CC	Balland Lane, Ashburton, Devon. TQ13 7EW
Eggbuckland Community College	Westcott Close, Eggbuckland, Plymouth. PL6 5YB
Austin Farm Primary	Delamere Road, Eggbuckland, Plymouth PL6 5XQ
Manor Primary School	Manor Way, Ivybridge. PL21 9BG
Ermington Primary School	School Road, Ermington, Ivybridge PL21 9NH
Ugborough Primary School	Ugborough, Ivybridge. PL21 0NJ

Correct at: March 2023