



Executive Headteacher: Mrs Inez Morse BA (Hons) NPQH
Chair of Governors : Mr A Ratcliffe

Privacy Notice (How we use pupil & parent information)

Woodlands Federation processes personal information about its pupils and is a 'data controller' for the purposes of Data Protection legislation. We collect information from you and may receive information about your child from their previous school.

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

- Personal information (such as name, unique pupil number and contact information)
- Characteristics (such as religion, 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 (such as grades, marks, assessments and levels of progress)
- Medical information (such as medical conditions, GP details, hospital letters & other information about medical conditions, hospital appointments and advice from GP's, consultants and medical professionals)
- Special Educational needs information (such as SEN status, review information, guidance related to specified need, advice to staff regarding strategies to need to identify SEN).
- Exclusions (such as date, number of dates, reasons and statements)
- Behavioural Information (such as detentions and internal exclusions)
- Child Protection Software for Schools (CPOMS) (such as specific health issues, incidents, concern report, actions taken)



Broad Oak CP School
Scotsford Road, Broad Oak, Heathfield,
East Sussex TN21 8UD
Tel: 01435 862942
office@broadoak.e-sussex.sch.uk



Dallington CE School
The Street, Dallington,
East Sussex TN21 9NH
Tel: 01435 830335
admin@dallington.e-sussex.sch.uk



Punnetts Town CP School
Battle Road, Punnetts Town,
East Sussex TN21 9DE
Tel: 01435 830361
office@punnettstown.e-sussex.sch.uk



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Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral / Safeguarding care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We will collect and use pupil information when the the law allows us to.

Most commonly, we process it where:

- Consent – We have obtained consent from you to use it in a certain way.
- Legal obligation – we have to collect and process personal data to enable us to comply with a legal obligation.
- Vital interests - 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.
- Legitimate interests – we have a genuine and legitimate reason for processing data and we are not harming any of your rights or interests.
- Public interest/official authority – we need to collect personal data because we are acting in the public interest or exercising our official authority.



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• Collecting pupil information

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.

Storing pupil data

We hold pupil data for seven years the pupil is with us.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- our Federation & other local schools where appropriate
- other education bodies for research purposes
- school nurse
- NHS

Why we share pupil information

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

We 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.



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We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (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 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 our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis



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-
- 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>



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Requesting access to your personal data

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 the relevant school office.

admin@dallington.e-sussex.sch.uk

office@punnettstown.e-sussex.sch.uk

office@broadoak.e-sussex.sch.uk

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 at <https://ico.org.uk/concerns/>



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Data Protection Officer

Schools.DPO@eastsussex.gov.uk

Peter Questier



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