

DATA PROTECTION NOTICE **Parents, carers and students**

The Wey Valley School

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulations (GDPR) 2018.

Personal data will 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)
- Assessment information
- Behaviour and Achievement information
- Special Educational Needs information
- Exclusion information
- Relevant medical information

Who are we?

The Wey Valley School is the data controller. This means the school decides how your personal data is processed and for what purposes.

How do we process your personal data?

The Wey Valley School complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

The Wey Valley School uses your personal data for the following purposes: -

Student (and parent) data is derived from the Admission Form when a student starts at the Wey Valley School. Under GDPR, the school will direct parents / carers to this privacy notice to highlight the responsibilities of the data controller (The Wey Valley School) in managing the data on the Admission form. Admission form data is entered into the school's secure online management information system, called SIMS. SIMS is used a central resource for our staff and links to other school online systems, such as WisePay (parent payments), Show My Homework (student homework), School Gate Way (online communications with parents and students), GCSE Pod (online revision material), 4Matrix (student progress tracker).

Examples of the relevant purposes might be as follows: -

- Safeguarding purposes for contact details with parent(s) /legal guardians (legal responsibility)
- Medical / health information (which may support an Educational Health Care Plan)
- Extreme weather – permission to send child home or stay at school
- Permission for photographs for school news, website and local press

Other examples of purposes which could be applicable are: -

- To operate the The Wey Valley School web site and deliver services such as:
 - WisePay (online parent payment facility for trips and school meals);

- Show My Homework (setting and marking of student homework);
 - The School Gate Way (online communication with parent(s), carer(s) and students with progress, achievement, behaviour and timetable data.
 - Student progress tracker system (4Matrix) for staff monitoring and implementing intervention strategies for students.
- To inform students, parents and carers of news, events or activities running at The Wey Valley School.
 - To contact parents, carers and students via surveys to conduct research about their opinions of the school.

Why we collect and use this information

We use the student data:

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

What is the legal basis for processing your personal data?

Article 6 processing

- Consent of the data subject; *(consent is provided through the Admission form when a student joins the Wey Valley School)*
- Consent of the data subject for biometric scanning for the sole purpose of cashless catering at The Wey Valley School *(consent is provided through a letter to all parents that accompanies the Admission form)*

Article 9 Processing

- Explicit consent of the data subject *(consent is required from the parent(s), carer(s) and student(s) for the Wey Valley School to inform news, events and activities)*
- Processing is necessary for carrying out obligations under the data collection purposes *(Departmental Censuses), Education Act 1996*

Collecting student information

Whilst the majority of student 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 student information to us or if you have a choice in this.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with:

- Schools that the student attends after leaving us
- The Local Authority (Dorset County Council)
- The Department for Education (DfE)
- The NHS or school nurse

The Wey Valley School will only share your data with third parties outside of the parish with your consent.

Why we share pupil information

The Wey Valley School does not share information about our students with anyone without consent unless the law and our policies allow us to do so.

The Wey Valley School shares students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

The Wey Valley School is required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

How long do we keep your personal data?

The Wey Valley School keeps your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data:

- Safeguarding
- Wey Valley Alumni (consent is required)

Data collection requirements:

To find out more about the data collection requirements placed on the school by the Department for Education go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 Data Protection Officer at the school on 01305 817000.

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 the school in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer at the Wey Valley School on 01305 817000 or email office@weyvalley.dorset.sch.uk

Consent

By signing the school's Admission form you are confirming that you have read this Data Protection Notice and that you are consenting to The Wey Valley School holding and processing your personal data.