

# Woodbridge High School

## Privacy Notice for Pupils and Parents/Carers



Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Woodbridge High School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is the London Borough of Redbridge (see 'Contact us' below).

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal identifiers and contact (such as name, unique pupil number, contact details, address, contact preferences, date of birth, identification documents)
- Characteristics, such as ethnic background, language, eligibility for free school meals
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration information (such as doctors information, child health, dental health, allergies, medical conditions (including physical and mental health), medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as results of internal assessments and externally set tests, KS2 results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Pupil and curricular records
- Details of any support received, including care packages, plans and support providers
- Photographs and videos
- CCTV images captured in school
- Information for trips and activities
- Catering and free school meal management
- Identity management/authentication
- Name, email address and information you have provided to us to deliver Alumni services

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

### Why we use this data

We use this data to:

- Support pupil learning

- Monitor and report on pupil progress
- Provide appropriate pastoral care
- To keep children safe (food allergies, or emergency contact details)
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing
- To meet the statutory duties placed upon us for the Department for Education (DfE) data collections

### **Our lawful basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest (in our case, educating young people)

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the legal bases we rely on for processing pupils' personal information for general purposes is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- The data subject has given consent to the processing of their personal data for one or more specific purposes
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- Processing is necessary for compliance with a legal obligation to which the controller is subject
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person
- Processing 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
- Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party

In addition, the legal bases we rely on for processing special categories of personal data for general purposes is defined under Article 9, and the following sub-paragraphs in the GDPR apply:

- The data subject has given explicit consent to the processing of those personal data for one or more specified purposes
- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject
- Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim
- Processing is necessary for reasons of substantial public interest

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

All local authority maintained school governing bodies, under [section 538 of the Education Act 1996](#) have a legal duty to provide the information as detailed above.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

### **Collecting this information**

The way we collect pupil information includes, but is not restricted to:

- Registration forms when the pupil starts at the school
- Common Transfer File (CTF) from previous school
- Paper files from previous school
- Secure file transfers from previous school, which could include safeguarding or SEN information

Pupil data is essential for the schools' operational use. While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear at the point of collection whether providing it is mandatory or optional in order to comply with the data protection legislation. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

For more information on data retention and how we keep your data safe, please visit our [Data Protection Policy](#).

### **Data sharing**

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority (Redbridge) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals*
- *The Department for Education – to satisfy our legal requirement to report to them*
- *Youth support services (pupils aged 13+) - to meet our legal obligations to share certain information with it*
- *Our regulator, Ofsted – as is legally required by them*
- *Examining bodies (UCAS, AQA, WJEC, Edexcel, OCR, Eduqas) – as is required for the administration of external examinations*
- *Joint Council for Qualifications (JCQ) - as requested by them as part of a JCQ inspection or in seeking support or guidance*
- *The pupil's family and representatives – as requested by them and in accordance with the law*
- *Suppliers and service providers (e.g., ESS SIMS, Parent Pay, Realsmart, Unifrog, InVentry, Wonde, CRB Cunninghams: Impact, iDStore and Front Office, Pearson ActiveLearn, Tucasi: Cash Office (ScoPay),*

Accessit Library Manager, GCSEPod, MathsWatch, GL Assessment, Exams Assist/SchoolWorkSpace, Grofar Live, Kahoot, Admissions+, Firefly, Egress) – to enable them to provide the service we have contracted them for

- Our auditors, or auditors of the London Borough of Redbridge
- Police forces, courts, tribunals – in accordance with legal requests made by them
- Governors - certain data may be shared when they are consulted on or informed about specific situations
- Orchestra Synergy – to monitor pupil outcomes comprehensively; to identify where pupils have transferred schools; to identify pupils needing additional support; to allocate appropriate funding and to support safeguarding
- Schools that the pupils attend after leaving us
- The Brilliant Club – so they can deliver an effective programme, that is efficiently administered
- The Business Education Partnership (BEP) – to support young people through alternative education and work experience
- CPOMS – to facilitate safeguarding in the school
- Prospects Services and Shaw Trust – on behalf of London Borough of Redbridge to undertake data collection to meet DfE statutory requirements
- ALPS & 4 Matrix – to allow schools to analyse pupil data and related analyses.
- Microsoft and Google – to provide products, services and support, and to improve and develop products.
- Health authorities (NHS England, NELFT, Public Health England, UK vaccinations) – as is required by them to support in the administration of healthcare programmes
- Health and social welfare organisations – to provide support
- Readers of our school website and electronic communication, newsletters, internal displays, school printed literature (including the Year 11 and Year 13 yearbook), local and national media, and the school's Facebook page, Instagram account, X (Twitter) account and YouTube channel
- Web monitoring and filtering software (e.g. LGfL-Senso, Impero) - for safeguarding purposes
- London Grid for Learning (LGfL)
- The Learning Record Service (LRS) - to support the DfE by collecting learner information (the LRS Privacy Notice can be viewed here: <https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice>)

## **Youth support services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to the London Borough of Redbridge as it has legal responsibilities regarding the education or training of 13-19 year-olds under section 507B of the Education Act 1996.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to the London Borough of Redbridge.

For more information about services for young people, please visit the [London Borough of Redbridge](https://www.london.gov.uk) website.

## National Pupil Database

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which contains information about pupils in schools in England and is owned and managed by the Department for Education (DfE). The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, see the [National Pupil Database Privacy Notice](#).

For more information, please see the 'How Government uses your data' section below.

For privacy information on the data the Department for Education collects and uses, please see:

- [Privacy information: early years foundation stage to key stage 3](#)
- [Privacy information: key stage 4 and 5 and adult education](#)

You can also [contact the Department for Education](#) with any further questions about the NPD.

We are required to share information about pupils with the Department for Education (DfE) under [section 538 of the Education Act 1996](#) and under [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#).

The legal bases we rely on for processing pupil information for the school census is defined under section 3 of [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 (DfE) (for example via the school census) go to the [Data collection and censuses for schools](#) webpage.

## How the Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures)
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

Such organisations must agree to strict terms and conditions about how they will use the data.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information about the Department for Education's (DfE) NPD data sharing process, please visit their webpage [How DfE shares personal data](#).

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the [DfE external data shares](#) webpage.

## How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published on the webpages below:

- [Personal information charter](#)

or

- [Requesting your personal information from DfE](#)

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Parents/Carers and pupils' rights regarding personal data

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you or your child
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Mrs Samantha Cushing, Office Manager.

## Other rights

Under UK-GDPR parents/carers and pupils have certain rights regarding how their personal data is used and kept safe, including the following:

- The right to be informed about the collection and use of your personal data – this is called 'right to be informed'
- The right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request
- The right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'
- The right to ask us to delete your personal information – this is called 'right to erasure'
- The right to ask us to stop using your information – this is called 'right to restriction of processing'
- The 'right to object to processing' of your information, in certain circumstances
- The right in relation to automated decision making and profiling, for example decisions being taken by a computer or machine, rather than by a person
- The right to withdraw consent at any time (where relevant)
- The right to ask us to stop using your information to send direct marketing
- The right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way
- The right to claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- Right to erasure does not apply when the lawful basis for processing is legal obligation or public task
- Right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](#).

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **statutory data protection officer**:

London Borough of Redbridge Data Protection Officer at [dataprotection.schools@redbridge.gov.uk](mailto:dataprotection.schools@redbridge.gov.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*

**Review Date: June 2025**

**Date of Next Review: June 2026**