

# Privacy Notice

## for parents and carers

Wingfield Primary school is a Data Controller as defined in the General Data Protection Regulations. We collect personal information about you and your child, and may receive information about your child from third parties such as: your child's previous educational setting, Children's Services, Oxleas NHS Trust/other health care providers.

### Why we collect and use this information:

- 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 processing and sharing

### The lawful basis on which we process this information

The lawful bases for processing are set out in Article 6 of the GDPR. We ensure that at least one of these lawful bases apply before we collect and process yours or your child's personal information:

- **Consent:** you have given clear consent for us to process your personal data for a specific purpose.
- **Legal obligation:** the processing is necessary for us to comply with the law.
- **Vital interests:** the processing is necessary to protect you child's wellbeing.
- **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

## Collecting this information

Whilst the majority of 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.

The categories of pupil information we collect and hold 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 days attended, number of absences and reasons for absence)
- Assessment information
- Relevant medical information
- Special educational needs information
- Behaviour and internal/external exclusion information
- Your name and contact details

## Storing this information

We will safely and securely store your and your child's personal information for a specified length of time (retention period). These retention periods are defined in our Data Protection Policy, available from our website ([www.wingfield.greenwich.sch.uk](http://www.wingfield.greenwich.sch.uk)). We will also inform you of the retention period when we ask you for the data.

## Who do we share this information with?

We do not share information about you or your child with anyone without consent, unless the law and our policies allow us to do so.

We are required by law to pass some information about you and your child to the Department for Education (DfE) and we also engage external organisations in order to give your child the best possible pastoral provision. Please see the below table for further information:

<b>Organisation</b>	<b>Data transferred</b>	<b>Lawful reason for transfer</b>	<b>Method of transfer</b>
Department for Education	Child details	<b>Legal Obligation</b> – Statutory data collections as described in section 114 of the Education Act 2005, section 537A of the Education Act 1996, section 83 of the Children Act 1989	Secure, encrypted upload
Oxleas NHS Trust	Pupil medical and therapy information	<b>Vital Interests</b> - To allow the medical and therapy care of our children	Secure, encrypted emails
MyConcern	Pupil safeguarding information	<b>Vital Interests</b> - To monitor safeguarding concerns about our children	Secure, encrypted upload
Sinnott Learning Solutions Ltd	Pupil attainment tracking	<b>Vital Interests</b> - To monitor pupil attainment	Secure, encrypted upload
Tapestry	Child details	<b>Legal Obligation</b> - Early Years Foundation Stage Profile statutory requirement	Secure, encrypted upload

We also routinely share information about your child with the NHS and other health and social services in order for them to protect the vital interests of your child.

We will also pass your child's records to their new school should they move to a new school or at the point of secondary transfer. This

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact:

**Nathalie Fitzgerald**  
**The Compass Partnership of Schools**

**c/o Willow Dene School  
Swingate Lane  
Plumstead  
SE18 2JD**

You also have the right to:

- Obtain a copy of any data we hold about you or your child for your own purposes
- be informed about the collection and use of your personal data.
- object to processing of personal data that is
  - processed based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling)
  - for the purpose of direct marketing
  - processed for purposes of research and statistics
- in certain circumstances, have inaccurate or unnecessary personal data rectified, blocked, erased or destroyed, or to restrict the processing of this data
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

### **Further information**

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

**Nathalie Fitzgerald**  
**The Compass Partnership of Schools**  
**c/o Willow Dene School**  
**Swingate Lane**  
**Plumstead**  
**SE18 2JD**

