



Data Protection Privacy Notice for Pupils & Families

This document describes the information we collect about you and your child, and how we use and share this information.

Under data protection legislation, Woodcote Primary School is the data controller of the personal information we hold. The School designates Debbie Scola & Hilary Evans as its representative with regards to data protection.

The postal address of the School is: Woodcote Primary School, Dunsfold Rise, Coulsdon CR5 2ED. For queries, please contact the school office on 020 8660 9972 or by email at office@woodcoteprimary.croydon.sch.uk

Why do we collect and use your information?

The School collects and stores personal information relating to our pupils and their families, and we may also receive information about them from their previous school, local authority and Department for Education (DfE). We use this information to:

- Support your child's learning
- Monitor and report on their progress
- Provide appropriate care and safeguarding for pupils and staff
- Assess the quality of our service
- Comply with our legal obligations

The information we hold may include names, addresses and contact details, national curriculum assessment results, attendance information, exclusion information, where your child moves on to when they leave us and other unique pupil identifiers. It may also include sensitive personal characteristics such as your ethnic group, language, country of birth, free school meal eligibility, any special educational need, and relevant medical information. We also keep photographs of the children for safeguarding and identification reasons.

The information we hold is data that has either been provided to us by you, or other public bodies (such as a previous school or the local authority), or data which we have gathered (e.g. attendance and attainment records) during the course of your child's education. The School is obliged to record this information in order to carry out its duties as a public body.

The School may identify additional uses of your data, which may be of benefit to your child or the school community. Examples may include optional extra-curricular activities, fundraising or promotional activities. We will always seek your consent before using your data for these reasons. If you give consent, you may change your mind at any time.

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

How long is your data stored for?

Personal data relating to pupils and families is stored in line with the school's **Data Retention Policy**. We keep information for as long as the law requires us to, and it is deleted when it is no longer required. You can see further details in the policy on our school website or upon request to the school office.

Will my information be shared?

We are legally obliged to share pupil data with the Department for Education (DfE). The DfE use this data for school funding and educational attainment policy and monitoring. Some of this information is stored on the National Pupil database (NPD).

To find out more about the pupil information we share with the DfE for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We may also share data with approved third parties or contractors in order to support your child's education, health and wellbeing. Examples may include health and SEN support professionals, service suppliers (such as catering, payment processing services and communication tools).

The information shared may include sensitive personal information such as information about your child's health, special educational needs, or disabilities. This information is used to provide the correct services to support your child and is shared on a strictly need to know basis.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to view the information that we hold about them. Requests for access to view your personal information must be recorded in writing. You may make a request verbally by speaking to a member of staff who will record your request.

Alternatively, you may use our Subject Access Request form or write your own letter addressed to the Head Teacher sent care of our nominated DPO; OpenAIR Systems Limited, Unit 20 Capital Business Centre, Croydon, Surrey, CR2 0BS, or submit an emailed request to woodcote.sars@openair.systems

If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner's Office by post; Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, by telephone: 0303 123 113 or 01625 545 745, or online at: <https://ico.org.uk/concerns>

Further information is available in our Data Protection policy, copies of which are available upon request or can be downloaded from the school website.