Lawnswood School Privacy Notice - Students

This privacy notice explains how we collect, store and use personal data about students. We, Lawnswood School, are the 'data controller' for the purposes of data protection law.

We collect and use student information under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". We use student data to:

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

Collecting student information

We process student information in order to "exercise the official authority vested in us" to deliver education to your child. Whilst the majority of student information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you when your consent is required, for example in respect of racial or ethnic origin, religion, or where we intend to use photographs or biometric fingerprints.

Student information which we collect, hold and share include:

- personal information (i.e. name, unique pupil number and address);
- characteristics (i.e. ethnicity, language, nationality, country of birth and free school meal eligibility);
- attendance information (i.e. sessions attended, number of absences and absence reasons).

Why we share student information

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

We are required to share information about our students with the (DfE) under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring.

Who do we share student information with?

We routinely and/or occasionally share student information with:

- Assessment providers / exam boards
- A Star
- Chartwells (school catering)
- Children & Adolescent Mental Health Services (CAMHS)
- ClassCharts
- Counselling services (i.e. NorthPoint)
- CPOMS

- Department for Education (DfE)
- EdClass
- Educational Psychology Department
- Edukey
- EVOLVE
- Exam Pro
- FFT Aspire
- GL Assessment
- LanguageNut
- Local Authority
- Headingly and Kirkstall Partership (cluster)
- NHS
- Ofsted
- Other schools/academies/MATs/Alternative Provisions (during pupil transfer)
- Peerscroller
- Police
- Reading Cloud
- Residential trip organisers (and insurers)
- School IT Service Provider
- Seneca
- Showbie
- Sign In App
- SIMS (School Information Management System)
- SISRA
- Smoothwall
- Social Services
- Sparx
- Speech & Language Therapists (SALT)
- Squad in Touch
- Tempest
- TES
- Therapists (i.e. Think Like A Pony)
- UniFrog
- WONDE
- Youth workers / mentors (i.e. BARCA, St Giles, Think For The Future)

Storing student data

We keep personal information about students and parents/carers while the student is attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our data retention policy sets out how long we keep information (available on request from the school).

We have security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of personal data securely when we no longer need it.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example 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 students to the DfE as part of statutory data collections such as the school 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 student information we share with the department, for the purpose of data collections, go to:
https://www.gov.uk/education/data-collection-and-censuses-for-schools

To find out more about the NPD, go to:
https://www.gov.uk/government/publications/national-pupil-database-user-guideandsupporting-information

The Department may share information about our students from the NPD with third parties who promote the education or wellbeing of children in England by:

- conducting research or analysis.
- producing statistics; and
- providing information, advice or guidance.

The Department has robust processes in place to ensure that 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 student 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/guidance/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/dfe-external-data-shares

To contact the DfE: https://www.gov.uk/contact-dfe

Requesting access to personal data – subject access requests

Under GDPR, parents/carers have the right to request access to information about them or their child, which we hold. To make a request for personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below). Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

To be given access to your child's educational record please contact The Headteacher in the first instance.

Please note - personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent. Subject access requests regarding students aged 12 or over will normally require the express written permission of the student. However, a student's ability to understand their rights will always be judged on a case-by-case basis.

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;
- claim compensation for damages caused by a breach of the Data Protection Regulations.

Individuals have the right to complain about the way in which an organisation processes their personal data. This is the first stage, before the Information Commissioner will consider a

personal data complaint. Please see our Complaints Policy for further information, which can be found on the school's website.

There is also a right to make a complaint to the Information Commissioner, but complaints should be raised with us first by contacting the school at jennie.hill@elawnswood.co.uk.

We will acknowledge your complaint within 30 days and respond without undue delay.

The ICO is contactable at:
www.ico.org.uk
Wycliffe House Water Lane, Wilmslow, Cheshire. SK9 5AF Telephone: 0303 123 1113

Other disclosures

We will advise you at the time, should we wish to disclose your child's data to any other appropriate third party (i.e. new contractors/partners), and this Privacy Notice will be updated.

Contact:

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

WNTAI Services Ltd (DPO)
Email dpo@wntai.co.uk or
c/o Lawnswood School, Ring Road, West Park, Leeds LS16 5AG