Windsor Park CE Middle School

Springfield Road, Uttoxeter, Staffordshire, ST14 7JX
Executive Headteacher: Mrs A Grattage
Telephone: 01889 56 33 65
E-mail: office@wpms.i2e.org.uk
Website: www.windsorpark.staffs.sch.uk

Privacy Notice 2026-2027

How we use pupil information

The categories of pupil information that we process, and although not exhaustive, include:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address, including third-party contact details provided by parents to be used in case of an emergency)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Catering and free school meal management
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- odes of transport
- Recording of monetary payments to and from pupils/students and parents/guardians.

Why we collect and use pupil information:

We only collect and use pupil's 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

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)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupil's personal data overlap, and there may be several grounds which justify our use of this data.

How we collect data:

Ways in which we collect pupil information include:

- Application for admissions forms registration forms
- Common Transfer File (CTF) or secure file transfer from previous school
- Data Collection Sheets
- Data from the Local Authority

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store pupil data:

All data is held securely. The school and Local Authority will retain and destroy the information in line with their retention schedules.

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What is happening with this information?

The information collected is used to safeguard children and young people and to ensure appropriate contact details are available to contact parents / guardians.

The school and Local Authority also uses the information it collects to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets

We collect and use pupil information, for the following purposes:

- To support pupil learning and the provision of educational services to individuals
- To monitor and report on pupil attainment progress
- To provide support and guidance to children, young people, their parents and legal guardians;
- For the provision of welfare, pastoral care, and health services; SEN and transport requirements; exclusions, attendance and nursery data
- To assess the quality of our services and how well our school is doing
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections
- Statistical forecasting and planning
- For the organisation of educations visits and activities - recording of monetary payments to and from pupils/students and parents/guardians.
- For the planning and management of the school

Legal basis for using this data:

The General Data Protection Regulation (GDPR) allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect vital interests of a data subject or another person and where 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. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interest of the data subject or another.
Our requirement for this data and our legal basis for processing this data include the Education Act 1996, 2002 and 2011; The Children's Act 1989 and 2004; Education and Skills Act 2008; Schools, Standards and Framework Act 1998 and the Equalities Act 2010.
Ryecroft C.E. Middle School collects and uses personal information to comply with legal obligation and protection of vital interests. *(Ref: Article 6 and Article 9 where data processed is special category data from the GDPR)*

Who we share information with:

We routinely share information with:

- Schools that the pupils attend after leaving us
- Our local authority to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Youth support services (pupils aged 13+)
- The Department for Education (DfE)
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator e.g. Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Trustees and Colleagues of our Multi Academy Trust (Innovate2Educate Partnership)
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations

- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Miquill – our preferred catering provider and their cashless facilitator
- Arbor, our preferred Management Information System (MIS) provider:
    - in order to ensure that system functionality and accuracy is maintained
    - Our supplier of the schools 'cashless' system to ensure all pupils, parents & guardians with parental responsibility and school staff are able to use it as appropriate
    - our online homework facilitator
    - our preferred electronic school-home text and emailing service.

- FFT Education Research Trust (https://fft.org.uk/about-fft/) for the maintenance of the secure on-line FFT Aspire resource for schools enabling thorough self-evaluation using extensive progress measures and effective target-setting for pupil achievement GL Assessment (https://www.gl-assessment.co.uk/about-us/) for the administration of annual cognitive ability tests (CATs) and other similar diagnostic tools to support individual learning
- GL Assessment (https://www.gl-assessment.co.uk/about-us/) for the administration of annual cognitive ability tests (CATs) and other similar diagnostic tools to support individual learning
- Quest Assessment Quest Progress | Instant Assessments & Progress Tracking for Schools
- Lexplore; Test base; Accelerated Reader – analytical assessment tool

Why we regularly share pupil information:

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. Information is sent to Government Departments on children and young people directly from schools and the Local Authority normally as part of statutory data collection which consists of the following:

- Pupil Level Annual School Census
- Educated other than at school
- National data collection
- Attendance collection
- National Tests data collection

Information held by the School and Local Authority on children and young people and their parents or legal guardians may be shared with other organisations when the law allows, for example with;

- Other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- Bodies doing research for the LA and schools, so long as steps are taken to keep the information secure;
- Social services and other health and welfare organisations where there is a need to share information to protect and support individual children and young people;
- Various regulatory bodies, such as ombudsmen, inspection authorities and Government fraud initiatives, where the law requires that information be passed on so that they can do their work.

The information collected is used to safeguard children and young people and to ensure appropriate contact details are available to contact parents / guardians.

The school and Local Authority also uses the information it collects to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research also informs the education which is provided to children and young people for example:

- The provision of educational services to individuals;
- Monitoring and reporting on children / young people's educational progress;
- The provision of welfare, pastoral care, and health services; SEN and transport requirements; exclusions, attendance and nursery data
- The giving of support and guidance to children, young people, their parents and legal guardians;

- The organisation of educational events and trips;
- Planning and management of the school.
- Recording of monetary payments to and from pupils/students and parents/guardians.

Youth support services - Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.
This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013 – school census

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.
For more information, please see 'How Government uses your data' section.

How Government uses your data

The pupil data that we lawfully share with the 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)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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. To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- 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

For more information about the Department's NPD data sharing process, please visit:
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police. For information about which organisations the Department 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 following website:
https://www.gov.uk/government/publications/dfe-external-data-shares To contact DfE: https://www.gov.uk/contact-dfe

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 school office: office@wpms.i2e.org.uk
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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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 https://ico.org.uk/concerns/

Contact

If you would like to discuss anything in this privacy notice, please contact either of the following:
Executive Headteacher – Mrs A Grattage Email: headteacher@rms.i2e.org.uk
Data Protection Officer - Email: dpo@staffordshire.gov.uk
Post to: Data Protection Officer, Information Governance Unit, Staffordshire County Council, 2 Staffordshire Place, Stafford, ST16 2DH