



Windsor Park CE Middle School

Learning for Life

"Teach me good judgement and knowledge"

Psalms 119:66

Privacy Notice

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RESPECT 'clothe yourself with compassion, kindness, humility, gentleness and patience'

RESILIENCE 'I can do anything through Christ who strengthens me'

RESPONSIBILITY 'for God gave us a spirit not a fear, but a power and love and self-control'

OUR VISION

Learning for Life

*“Teach me good judgement and knowledge”
Psalm 119:66*

As a Church of England school and a founding partner in the Utttoxeter Learning Trust community, the teachings of Jesus are at the heart of all we do. Whilst striving for excellence, we celebrate achievement in all its forms and encourage pupils and staff to live life in all its glory and flourish.

OUR MISSION

- 1. Encourage all children irrespective of background or ability to fulfil their God-given potential and flourish. Our broad and balanced curriculum takes a holistic approach to education ensuring that spirituality, emotional intelligence, physical development, academic excellence and social skills are developed creatively across a range of school subjects.*
- 2. Deliver a safe space for children to develop philosophical and theological thinking through Religious Education as a core subject; delivering inspirational lessons which bestow upon pupils the skills to understand Christianity as a living and diverse faith, whilst teaching a knowledge and respect of other faiths and world views.*
- 3. Value education in its widest sense; building on our history and Christian foundations, making the most of today in order that we can make even more of tomorrow and the days, weeks, months and years that lie ahead. This is Learning for Life: ‘teach me good judgement and knowledge’ Psalm 119:66*
- 4. Foster respect for all God’s children; embracing difference and diversity and teaching all to live well together in an inclusive, welcoming community, supporting each other to remove or cross barriers and live with dignity and respect.*
- 5. Reinforce the Christian values and beliefs that will make our children good people: kind, honest, forgiving and courageous.*
- 6. Care deeply about our pupils’ and staff wellbeing and mental health, appreciating that it is the genuine quality of relationships that matter. We strive to support each other to flourish, achieving happiness and fulfilment.*
- 7. Encourage our pupils to approach local and global communities with a deep sense of integrity, justice, responsibility and courageous advocacy; identifying and challenging injustice.*
- 8. Collaborate primarily with St Mary the Virgin church to share the teachings of Jesus through inspirational collective worship. Develop, deliver and evaluate opportunities for pupils and adults to express spirituality through varied worship experiences.*
- 9. Encourage and nurture exploration, creativity and compassion with unlimited and unbounded energy. At Windsor Park learning is not a spectator sport.*

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- for statistical forecasting and planning
- to comply with the law regarding data sharing

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information

The UK General Data Protection Regulation (UK 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 the 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 interests 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.

Collecting personal information

Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data for / in accordance with the Retention of Documents guidance and in line with the Information Records Management Society (IRMS) Schools Toolkit.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our local authority
- Children's Services
- the Department for Education (DfE)
- Health Professionals (school nurse, educational psychologist, speech and language, CAMHS)
- SEND professionals or educational settings
- External providers of classroom resources for the purposes of teaching and learning

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The 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 (for example; via 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 pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law which allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the pupil 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-guide-and-supporting-information>.

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

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

The Department has robust processes in place to ensure 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 are 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 pupil 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/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/national-pupil-database-requests-received>

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, please contact the school.

Under the UK GDPR you also have the following rights, subject to certain limitations:

- request that we rectify any information about you that is incorrect
- request that records we hold about you are erased
- restrict processing of the information we hold about you
- request that any information that you have provided to us is given back to you in a format that you can give to another service provider if required
- object to processing of your personal information including automated decision making and profiling
- make a complaint to a supervisory authority if you are not satisfied with how the information held about you has been handled.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the school in the first instance but you do have the right to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Our Data Protection Officer is
Natalie Morrissey
Data Protection Officer
Staffordshire County Council
Staffordshire Place 1
Stafford, Staffordshire
ST16 2DH
Telephone: 01785 278109
Email: dpo@staffordshire.gov.uk

If you would like to discuss anything in this privacy notice, please contact: Mrs L Wilbraham-Jones (Head Teacher).

Organisations with which we share data

WINDSOR PARK MIDDLE SCHOOL process personal data about its pupils and is a data controller in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- ✓ Support its pupils' teaching and learning
- ✓ Monitor and report on their progress
- ✓ Provide appropriate pastoral care, and
- ✓ Assess how well the school as a whole is doing

This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law such as Ofsted, the Department of Health (DH) and Primary Care Trusts (PCT). All these are data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

The **Local Authority (LA)** uses information about children for whom it provides services to carry out specific functions for which it is responsible, e.g.: the assessment of any special educational needs the child may have and careers advice. It also uses the information to derive statistics to inform decisions on, e.g.: the funding of schools and to assess the performance of school and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

www.staffordshire.gov.uk/Care-for-children-and-families/Yourdata

Information Governance Unit, Staffordshire County Council, Wedgwood Buildings, Stafford ST16 2DH

Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Ofsted also uses information about the view of children and young

people, to information children's services inspections in local authority areas. Inspection reports do not identify individual pupils.

www.ofsted.gov.uk

Data Protection Office, Aviation House, 125 Kingsway, London WC2B 6SE

Primary Care Trusts (PCT) use information about pupils for reach and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the DH following the weighing and measuring process. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

<https://www.england.nhs.uk/>

The **Department of Health (DH)** uses aggregate information (at school year group level) about pupils' height and weight for research and statistical purposes, to inform, influence and improve health policy and to monitor the performance of the health services as a whole. The DH will base performance management discussions with strategic Health authorities on aggregate information about pupils attending schools in the PCT areas to help focus local resources. The DfE will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

www.dh.gov.uk

The **Department for Education (DfE)** uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DfE will feed back to LAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school.

The DfE will also provide Ofsted with pupil data or use in school inspection. Where relevant, pupil information may also be shared with post-16 learning institutions to minimise the administrative burden on applicants for a course and to aid the preparation of learning plans.

Pupils information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LAs and learning institutions to support their day to day business. The DfE may also use contact details from these sources to obtain samples for statistical surveys; these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other government departments and agencies (including the Office for National Statistics) for statistical or research purposes only. In these cases, the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identify individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DfE may also disclose individual pupil information to independent researchers into the individual achievement of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

dataprotection.office@education.gov.uk

Data Protection Officer, DfE, Sanctuary Buildings, Great Smith Street, London SW1P 3BT.

Windsor Park Middle School uses **Renaissance Learning** for the purposes of sharing data with Freckle. Freckle use software that uses automated decision making. As such, Windsor Park allows students to request human intervention and to query or challenge any decision made within the system.