

# GDPR privacy notice for pupils and their families

## Introduction

Schools and academies are required to inform pupils and their families about how their personal data may be collected and used. Under General Data Protection Regulation (GDPR) we are also required to explain how an individual's personal data will be processed. Westminster Academy Trust (which incorporates Westminster Primary School) will do this by means of this privacy notice.

## Who processes your information?

Westminster Academy Trust is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mr Maneer Samad acts as a representative for the school with regard to its data controller responsibilities; he can be contacted on 0121 464 2369 or [enquiry@westmnst.bham.sch.uk](mailto:enquiry@westmnst.bham.sch.uk).

In some cases, your data will be outsourced to a third party processor; however, this will only be done where the law and our policies allow us to do so. Where we have no other legal basis for this, we will ask for your explicit consent to do so. Where the school outsources data to a third-party processor, the same data protection standards that Westminster Academy Trust upholds are imposed on the processor.

Mr Edward Wright is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 0121 464 2369 or [dpo@westmnst.bham.sch.uk](mailto:dpo@westmnst.bham.sch.uk).

## Why do we collect and use your information?

Westminster Academy Trust holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning

- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To safeguard all pupils (e.g. food allergies, emergency contact details etc)
- To comply with the law regarding data sharing
- To meet the statutory duties placed upon us for DfE data collections
- To meet your child's inclusion needs
- To monitor the use of information and communication technologies.

### **Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil contact telephone numbers and addresses
- Characteristics – e.g. ethnicity, language, religion, nationality, country of birth and free school meal eligibility
- Date of birth proof
- Address proof
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results, tracking pupil progress on school software
- Relevant medical information
- Relevant dietary information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Previous school information
- Termly pupil reports
- Photographs
- CCTV images captured in school

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to pupils at Westminster Academy Trust and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

## **Will my information be shared?**

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Termly pupil census returns
- Assessment results, e.g SATs results

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Westminster Academy Trust is required by law to provide information about our pupils 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 DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Westminster Academy Trust will not share your personal information with any third parties without your consent, unless the law allows us to do so. We share pupils' information with:

- School's that the pupils attend after leaving us
- Our Local Authority
- The NHS
- External safeguarding agencies (MASH, police)
- Financial organisation including debt collection agencies
- Our regulator, OFSTED
- Our auditors
- Suppliers and service providers – to enable them to provide the service we have contracted them for

The information that we share with these parties includes the following:

- Teaching and learning information including assessment data
- Personal information and characteristics, SEND information
- Behavioural information
- Attendance data
- Medical information
- Safeguarding information

## **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Westminster Academy Trust uses your personal data.
- Request access to the personal data that Westminster Academy Trust holds by making a Data Subject Access Request (DSAR).
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Westminster Academy Trust and/or the DfE is collecting or using your personal data, you can raise a concern with Mr Edward Wright, the data protection officer, by contacting him via email on [dpo@westmnst.bham.sch.uk](mailto:dpo@westmnst.bham.sch.uk). Alternatively, you can contact the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

## **Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website ([www.westmnst.bham.sch.uk](http://www.westmnst.bham.sch.uk)) or download our GDPR Data Protection Policy.