

# Privacy Notice (How we use pupil information)

## The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, contact details and address)
- characteristics (such as ethnicity, and language)
- special educational needs (including the needs and ranking)
- medical and administration (child health, sunscreen, allergies, medication and dietary requirements)
- assessment and attainment (such as key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographic and video consent (for use on social media, website and promotional)
- activity consent (working with or around campfires, real tools, ponds and woodlands)

This list is not exhaustive, to access the current list of categories of information we process please see <http://www.greatgroundseducation.co.uk>

## Why we collect and use pupil information

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

- a) to support pupil learning
- b) to monitor and report on pupil progress
- c) to provide appropriate pastoral care
- d) to keep children safe (food allergies, or emergency contact details)
- e) to meet the statutory duties placed upon us for DfE data collections
- f) to gain consent to publish photographs and videos

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of support pupil learning in accordance with the legal basis of **GDPR – Article 6**
- for the purposes of providing appropriate pastoral care with the legal basis of **GDPR – Article 6**
- for the purposes of keeping children safe with the legal basis of **GDPR – Article 6**
- for the purposes of consent to publish photos and videos with the legal basis of **GDPR – Article 6**
- for the purposes monitoring and reporting childrens progress with the legal basis of **GDPR – Article 6**
- for the purposes of to meet the statutory duties placed upon us for DfE data collections with the legal basis of **GDPR – Article 7**

## Collecting pupil information

We collect pupil information via;

- A. data collection forms
- B. permission forms

Pupil data is essential for the clubs' 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.

## Storing pupil data

Woodland Whiz Kids will hold the minimum amount of personal data necessary to enable it to perform its functions. The data will be erased once the need to hold it has passed (this will be in line with the regulations around storage and archive of documentation, as per the Records Society)

- a) Woodland Whiz Kids will store personal information in a safe and secure manner.
- b) Electronic data will be protected by standard passwords and access control systems operated by Woodland Whiz Kids. Any unauthorised access will be monitored and blocked by the firewall and web filtering systems.
- c) Computer workstations in administrative areas will be positioned so that they are not visible to casual observers.
- d) Manual data will be stored where it not accessible to anyone who does not have a legitimate reason to view or process that data.
- e) Particular attention will be paid to the need for security of sensitive personal data.
- f) Data protection training and guidance on this policy will form part of the Academy's induction of all new members of staff (and volunteers) where they may have access to any of the personal data it holds

More information can be found on this at, <http://www.greatgroundeducation.co.uk>

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)

## 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.

- a) to support pupil learning
- b) to assess the quality of our services
- c) to keep children safe

## 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

**James Smith**

**Head Office**  
**Tel: 0161 483 1781**  
**Unit 12, Lindsays Ind. Estate**  
**Oakfield Rd, Davenport**  
**Stockport, Cheshire**  
**SK3 8SG**  
**Email; [j.smith@greatgrounds.co.uk](mailto:j.smith@greatgrounds.co.uk)**  
**Web; <http://www.greatgroundseducation.co.uk>**

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting

**James Smith**  
**Head Office**  
**Tel: 0161 483 1781**  
**Unit 12, Lindsays Ind. Estate**  
**Oakfield Rd, Davenport**  
**Stockport, Cheshire**  
**SK3 8SG**  
**Email; [j.smith@greatgrounds.co.uk](mailto:j.smith@greatgrounds.co.uk)**  
**Web; <http://www.greatgroundseducation.co.uk>**

## **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **25/02/2019**

## **Contact**

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

Great Grounds Education Centre

Oak Tree Farm

Tickhill Lane

Dilhorne

Staffordshire Moorlands

ST10 2PL

Tel:+44(0) 1782 48-00-48

Head Office

Tel: 0161 483 1781

Unit 12, Lindsays Ind. Estate

Oakfield Rd, Davenport

Stockport, Cheshire

SK3 8SG

Email; [enquiries@greatgrounds.co.uk](mailto:enquiries@greatgrounds.co.uk)

Web; <http://www.greatgroundseducation.co.uk>

## 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 and 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>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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