

## Privacy Notice – Pupil Data

### What is this Privacy Notice for?

Woodfield School is committed to protecting the privacy and security of personal information. We collect a lot of data and information about our pupils so that we can run effectively as a school. This privacy notice explains how and why we collect pupils' data, what we do with it, who we share it with and what rights parents and pupils have.

### Why do we collect and use pupil information?

We have a legal obligation to submit pupil data to the Department for Education (DfE) and the Local Authority as well as other regulatory bodies.

We also use pupil data to support our function of running a school and for safeguarding purposes.

Where we collect data not covered by these reasons, e.g. for publishing photos on our website, we will ask for your consent. This consent can be withdrawn at any time.

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

### What pupil information do we collect, hold and share?

This is a wide range of information from name, date of birth, ethnicity etc. to attendance, assessment, medical and safeguarding information.

### How long do we keep the information?

We hold pupil data securely for specific periods, as recommended by both national and local guidelines. Certain types of data may be held for longer, e.g. safeguarding. For more information on the recommended timescales please contact Woodfield School, Malmes Croft, Hemel Hempstead, HP3 8RL, telephone 01442 253476.

### Who do we share pupil information with?

We may share pupil information with the DfE, the Local Authority, and other bodies and organisations. We do not share information about pupils with anyone without consent unless the law or our policies allow us to do so. When we share personal data, we will provide the minimum amount necessary to fulfil the purpose for which it is required. For more details, please contact Woodfield School.

**How can you request access to the pupil information we hold?**

Parents and/or pupils have the right to request access to pupil information that we hold via a Subject Access Request (SAR). To make a request for your or your child's personal data, contact Woodfield School. The legal timescale for the school to respond to a Subject Access Request is one calendar month. As the school has limited staff resources outside of term time, we encourage parents of pupils to submit Subject Access Requests during term time and to avoid sending a request during periods when the school is closed or is about to close for the holidays, if possible. This will assist us in responding to your request as promptly and fully as possible. For further information about how we handle Subject Access Requests, please contact Woodfield School.

**For more information about Data Protection Regulations and your rights see:**

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

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

**If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer at Woodfield School.**

**If you require a more detailed version of this privacy notice, please contact the Data Protection Officer at Woodfield School.**