

WINFORD INTERNATIONAL

Data Protection & Data Protection Policy For Students & Their Families

Who processes your information?

Winford International is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. **The Director of Education** acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on +44 (0) 7930 133-738.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that **Winford International** upholds are imposed on the processor.

We are in the process of appointing a 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 will be contactable *by telephone and email once appointed*.

Why do we collect and use your information?

Winford International 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
- Section 3 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, including safeguarding
- To communicate information about any of the above points
- To communicate information about the business of the school
- To assess the quality of our service

- To comply with the law regarding data sharing

Which data is collected?

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

- Personal information, e.g., names, pupil numbers and addresses
- Characteristics, e.g., ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information, e.g., number of absences and absence reasons
- Assessment information, e.g., national curriculum assessment results and school tracking
- Relevant medical information
- Information relating to SEND
- Behavioural information, e.g., number of temporary exclusions
- Photographs – these will be used to aid our records management and attendance procedures and to capture pupil learning and achievement

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.

The categories of parent information that the school collects, holds and shares includes the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial information where appropriate, e.g., to check eligibility for FSM (free school meals)
- Information pertaining to home life where appropriate, e.g., where a pupil is identified as having a mental health issue or there are safeguarding concerns
- Correspondence between home and school

How long is your data stored for?

Personal data relating to pupils at **Winford International** and their families is stored in line with the school's **Data Protection Policy** and national and local City Council guidelines on the archiving of pupil information.

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 your information be shared?

Why we 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.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins any and all appropriate 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 that 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 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

- 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>

Winford International will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA
- The NHS
- Children's Social Work Services (you will normally be informed of this unless to do so would put the child at risk of harm)
- The Police

The school also uses some third-party companies who process the data on our behalf. All these companies have provided their own GDPR compliance statements which we will aim to publish on the school's website.

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 **Winford International** uses your personal data.
- Request access to the personal data that **Winford International** holds.
- 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. To make a request for your personal information you should make a request via the school office at media@winfordinternational.online.

If you have a concern about the way **Winford International** and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO (Information Commissioner's Office). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm, although obviously we hope you would raise it with school in the first instance.

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.winfordinternational.online where you will also be able to download our data protection policy when it is updated.



This policy was written by CARL HALFORD, March 23.

This policy was reviewed and updated by CARL HALFORD, 26 March 2023.

This policy was approved by CARL HALFORD (on behalf of the governing body) – 16 March 2022.

Next review date: March 2024.