



## **Aragon Primary School**

### **Privacy Notice**



This privacy notice is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information.'

#### **Who we are**

We are Aragon Primary School, part of the Willow Learning Trust (WLT). The WLT is in charge of your personal information and thus the WLT is the Data Controller. If you want to contact us about your personal information you can contact our **Data Protection Officer** at:

**Glenthorne High School  
Sutton Common Road  
Sutton, SM3 9PS.**

#### **How we use pupil information**

We, Aragon Primary School, collect and hold personal information relating to our pupils and may also receive information about them from their previous school, Local Authority (LA) and/or the Department for Education (DfE). We use this personal data to:

- support your son/daughter's learning;
- monitor and report on his/her progress;
- provide appropriate pastoral care;
- assess how well the school is doing as a whole, and
- comply with the law about sharing personal data.

This information will include your contact details, national curriculum assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have as well as relevant medical information. We may also use photographs of your child and more details about this will be in our Data Protection Policy available on our website.

The use of your information for these purposes is lawful for the following reasons:

- The WLT is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have education. This means we have a real and proper reason to use your information.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask for your consent. If you give your consent, you may change your mind at any time.

We will only collect personal information where there is a legal requirement for you to provide it, or on the school to collect it or for the effective operation of the school. If this is not the case, we will make this clear on the form as it will be an optional question.

#### **When we give your information to others**

We will not give information about our pupils without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact our Data Protection Officer.

We are required, by law (under regulation 5 of the Education (Information About Individual Pupils) England Regulations 2013, to pass some information about our pupils to the DfE. This information may, in turn, then be made available for use by the LA. The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the DfE 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 DfE. 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 DfE, 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 [National Pupil Database: user guide and supporting information – GOV.UK](#).

The DfE 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 DfE 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 the DfE releases data to third parties are subject to a strict approval process and based on detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of the 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 confidentiality and handling of the data, security arrangements and retention and use of the data.

- For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.
- For more information about which organisations the DfE 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 the DfE, please go to: <https://www.gov.uk/contact-dfe>.

When we give information to parents we will take family circumstances into consideration, in particular where a Court has decided what information a parent can have access to.

If appropriate, we may also disclose some or all of your son/daughter's personal data to outside agencies, for example support agencies. The information disclosed to these people/services may include sensitive personal information about your son/daughter. Usually this means information about your son/daughter's health and any special educational needs or disabilities which he/she has. We do this because these people need the information so that they can support your son/daughter.

Our disclosure of personal data to third parties is lawful for the following reasons:

- The WLT is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your son/daughter's information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your son/daughter's information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose your son/daughter's information. However, if at any time it appears to use that we would need consent then this will be sought before a disclosure is made.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your son/daughter's parent lives abroad or if your son/daughter moves to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws, for example. If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us to send your information. As this is not something we normally do and we don't know which country we might need to send your information to, we cannot tell you more about it now. If it was necessary to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

### **How long we keep your information**

We only keep your son/daughter's information for as long as we need to or for as long as the law requires us to. Most of the information we have about them will be in our pupil file. We keep these until their transfer to another school, when their file will be sent securely to their new school. We have a policy which explains how long we keep information. It is called a **Records Retention Policy** which is available to view on the WLT website.

### **You have these rights:**

- You can ask us for a copy of the information we have about you.
- You can ask us to correct any information we have about you if you think it is wrong.
- You can ask us to erase information about you (although we may have good reasons why we cannot do this).
- You can ask us to limit what we are doing with your information.
- You can object to what we are doing with your information.
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our **Data Protection Policy** which is available to view on our website.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint, then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire  
 SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545745 if you prefer to use a national rate number.