

## Privacy Notice – for Pupils at Wye Forest Federation

Our Federation is a data Controller for the purpose of the Data Protection Act (2018). This means we collect information from you and may receive information about you. We use this data to:

- Keep you safe and healthy
- Support your teaching and learning
- Monitor, report and share your progress and achievements
- Assess how well we are doing
- To comply with the law regarding sharing your data

The information we collect and hold includes your:

- personal details (such as name, unique pupil number, address, curriculum assessment and results)
- personal characteristics (such as ethnic group, nationality, special needs, free school meal allowance and relevant medical information)
- attendance information (such as sessions attended, number of absences and reasons)
- behaviour information and any SEND information

We collect and use pupil information under section 6(1)(e) '*Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*'.

Some of the information we hold about you is called special category and needs extra protection. We do this under 9(2)(d) '*Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects*'.

We are also required by law to pass some information to the Local Authority, the Department for Education, safeguarding authorities and whichever school you (the pupil) attends after leaving us. But we will not give information about you to anyone outside the school without your consent unless the law, or our procedures, allow us to.

Most of the information you provide to us is required, but some of it is provided on a voluntary basis. In order to comply with the Data Protection Act (2018), we will tell you if you are required to provide certain information to us or if you have a choice in this.

We hold information about pupils until you leave the school. Any SEND information will be held until you reach the age of 25. If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Frey, Executive Headteacher.

If you require more information about how the Local Authority or Department for Education store and use your information, then please go to the following websites:

<http://www.gloucestershire.gov.uk/article/105060/Privacy-Notices>

OR

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the Local Authority or Department for Education as follows:

CYP Systems Support Team  
ICT Service, Gloucestershire County Council  
Quayside House, Quay Street  
Gloucester. GL1 2TZ  
Website: [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk)  
Email: [cypdsupport@gloucestershire.gov.uk](mailto:cypdsupport@gloucestershire.gov.uk)

Public Communications Unit  
Department for Education, Sanctuary Buldngs  
Great Smith Street, London SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Telephone: 0370 000 2288