

Fairlawn Green, Shinfield Rise,  
Reading, Berkshire. RG2 8EP  
Telephone: 0118 987 2588  
Fax: 0118 975 8497  
admin@whiteknights.wokingham.sch.uk  
[www.whiteknights.wokingham.sch.uk](http://www.whiteknights.wokingham.sch.uk)  
 @WokinghamKnight

# Whiteknights Primary School

Growing Greatness



Headteacher Mr F Walker

## Privacy Notice for pupils/parents (How we use pupil information)

This notice is to help parents understand **how** and **why** Whiteknights Primary School collects your child's personal information and **what** we do with that information. It also explains the decisions that you can make about your child's information.

### The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, address and parental contact details);
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Safeguarding information (such as court orders and professional involvement);
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended);
- Assessment and attainment (such as key stage and phonics results and external examinations);
- Medical and administration (such as doctor information, child health, dental health, allergies, medication and dietary requirements);
- Special Educational Needs information (including needs and ranking);
- Behavioural information (such as exclusions and any relevant alternative provision put in place).

### Why we collect and use this information

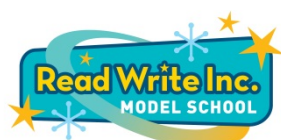
We use the pupil data:

- a) to support pupil learning;
- b) to monitor and report on pupil progress;
- c) to provide appropriate pastoral care;
- d) to assess the quality of our services;
- e) to keep pupils safe and healthy (eg food allergies or emergency contact details);
- f) to meet the statutory duties placed upon us (eg DfE data collections).

### The lawful basis on which we use this information

Under the Data Protection Act 2018, the lawful basis we rely on for processing pupil information is:

- for the purposes of a), b), c) & d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function;
- for the purposes of e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions);
- for the purposes of f) in accordance with the legal basis of Legal obligation: data collected for DfE census information:



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- [section 537A of the Education Act 1996,](#)
- [the Education Act 1996 s29\(3\)](#)
- [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

## Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain pupil information or if you have a choice.

We collect pupil information via the registration forms completed on joining the school and via subsequent updates to personal, medical or other details provided to us by parents or other agencies.

## Storing pupil data

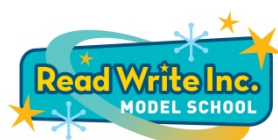
We hold pupil data on local and cloud-based computer systems, as well as on paper. There are strict controls on who can see your information.

We hold your education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are securely destroyed.

## Who we share pupil information with

We routinely share pupil information with:

- schools that pupils attend after leaving us;
- our Local Authority;
- the Department for Education (DfE);
- services that support teaching, learning, assessment, health & safety, safeguarding and school management;
- catering services;
- parental communications services;
- health services;
- the school photographer; and
- our School Association, the Whiteknights Parent Community Association.



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## Why we share pupil information

We only share information about pupils with others where the law and our policies allow us to, or where we have obtained any necessary consent. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe, or we are legally required to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our Local Authority and the DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections, under:

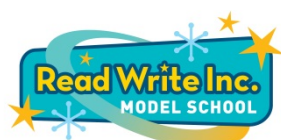
- [section 537A of the Education Act 1996](#)
- [the Education Act 1996 s29\(3\)](#)
- [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)

## 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, please contact the school using the details at the end of this document.

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);



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- 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.

## 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 have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or how they use your information, please contact

Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH.

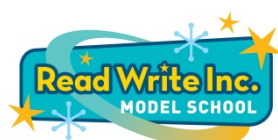
More information and an online form are available via this link:

<http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>

## Contact

If you would like to discuss anything in this Privacy Notice, please contact the school's Data Protection Officer at [DPOfficer@whiteknights.wokingham.sch.uk](mailto:DPOfficer@whiteknights.wokingham.sch.uk)

*Last updated: February 2021*



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