

Yeadon Westfield Junior School

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Yeadon Westfield Junior School Privacy Notice – June 2025

In order for us to be compliant with the General Data Protection Regulations (GDPR) which came into effect on 25th May 2018, we need to inform you of the following.

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

- Personal information (such as name, unique pupil number and address)
- Contact information (such as home address, telephone number and e-mail)
- Child Protection information
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special Educational Needs information
- Behavioral information (including exclusions)
- Photographs

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 the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Why do we collect and use pupil information?

We collect and use pupil information under Section 537A of the Education Act 1996.

We use the pupil data:

- to support pupils to fulfil their potential
- to monitor our effectiveness
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to fulfil our statutory obligations to safeguard and protect children and vulnerable people
- to enable targeted, pupils, personalised learning for pupils

Who do we share pupil information with?

We routinely share pupil information with:

- Colleagues working at Yeadon Westfield Junior School (appropriately limited for relevance)
- Schools that the pupils attend after leaving us
- Alternative providers of education whilst pupils are on roll with us and attending alternative provision for all or part of the week
- Leeds City Council (including Safeguarding information where necessary).
- The Department for Education (DfE)
- NHS – School Nurse
- Parentpay – online payments for dinners and trips
- O’Track – pupil data assessment
- Schools ICT – provides of ICT support and daily backups
- Health and social welfare organisations
- After school club providers
- External providers for after school clubs (appropriately limited for relevance)
- External curriculum providers (appropriately limited for relevance)

Storing pupil data

We are required to hold pupil data for as long as the pupil attends YWJS. The pupil information is then transferred securely to the pupil’s new school.

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, contact Lisa Piotrowicz, Headteacher.

Our Legal Obligations

We must make sure that information we collect and use about a pupil is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupil) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a ‘public task’ and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupil who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupil, either by

agreement or because the law says we must share that information, for example school nurses may visit the school.

Counselling services, careers services, occupational therapists are the type of people we will share information with, so long as we have consent or are required by law to do so.

We must keep up to date information about parents and carers for emergency contacts

The National Pupil Database (NPD) and Data Collection Requirements

We are required by law, to provide information about our pupil to the Department for Education 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 Pupil) (England) Regulations 2013.

The NPD is owned and managed by the Department for Education and contains information about pupil in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as commissioned studies. 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.

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 for Education may share information about our pupil 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 for Education 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 Department for Education 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: and
- The arrangements in place to store and handle the data

To be granted access to pupil information, organisation's 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 for Education's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisation's the Department for Education 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 Department for Education: <https://www.gov.uk/contact-dfe>

What decisions can you make about your information?

From May 2018 data protection legislation gives you several rights regarding your information. Some of these are new rights whilst others build on your existing rights.

- You can ask what information we hold about you and be provided with a copy. Sometimes we are not able to share all the information. Just ask the school for a Subject Access form
- If information is incorrect you can ask us to correct it
- You can ask us to delete certain information we hold
- You can ask us to send you, or other organisations, certain types of information about your format that can be read by computer – this does not apply to pupil records as these are transferred by a DfE process called the Common Transfer File.

If you have a concerns about the way we are collecting or using your personal data, you should raise your concern with school in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/> or by following our complaints policy which you can download from our schools website.

Contact:

Further information regarding the above may be found in the Data Protection Privacy Notice on the school's website. If you would like to discuss anything in this privacy notice, please contact Kath Clarkson, Data Protection Controller or Debra Thornton, Data Protection Processor.