



# PENN FIELDS SCHOOL

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## PRIVACY NOTICE – STUDENTS & PARENTS 2023

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**BOUNDARY WAY, PENN, WOLVERHAMPTON, WV4 4NT**  
Telephone: 01902 558640 E-mail: [office@pennfields.com](mailto:office@pennfields.com) Website: [www.pennfields.com](http://www.pennfields.com)

## **Who processes your information?**

Penn Fields School is the data controller of the personal information you provide to us. This means the school is responsible for deciding how information you provide us with is used. We refer to your information as “personal data” and when we use your information in different ways, this is called “processing”. The UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 outline how personal data should be protected and used appropriately by organisations.

In some cases, your personal data will be shared with other people, organisations or companies. This sharing will only occur after we have sought your permission (consent), unless the law requires us to do so. If we share your personal data outside of school, we ensure that the same data protection standards are upheld by other people involved in processing your personal data.

### **The categories of pupil information that we process include:**

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Images (such as photographs and CCTV images)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as Key Stage results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

## **Why do we collect and use your information?**

Penn Fields School holds the 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, local authorities and / or the DfE. We collect and use personal data in order to meet legal requirements and our public task duties and obligations set out in the UK GDPR and UK law, including those in relation to the following:

- Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013
- The Children Act 1989 & 2004

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 and remote learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. 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 and meal management information, e.g. account and transactional information for school meals and eligibility for 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

### **How long is your data stored for?**

Personal data relating to pupils at Penn Fields School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with UK 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 my information be shared?**

The school is required to share pupils' data with the 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 the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Greenfield Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the

NDP with third parties who promote the education or wellbeing 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 any data shared from the NDP is maintained.

To find out more about the NDP, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Penn Fields School does not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. The school routinely shares pupils' information with:

- Pupils' new school upon leaving
- Wolverhampton Local Authority and its agencies (Social Services, Admissions & Appeals, SEND Team, LAC Team)
- Other Local Authorities (as needed)
- The Department of Education
- Youth Support Services (Wolverhampton LA / or provider of youth support services)
- Other Government agencies (Ofsted)
- The NHS and other health professionals (School Nurses, Speech & Language Service, Hearing Impairment Service, Visually Impaired Team, Dyslexia Team, CAHMS, Occupational Therapy, Public Health, PCT)
- External Support Agencies (Inspire, Base 25, IEWS)
- The providers of our management information system (Capita SIMS)
- The software we use to provide virtual / remote live learning (Microsoft Office 365)
- The software we use to communicate with you (ParentCloud, Eduspot, School Ping)
- The system we use for managing visitors to school (InVentry)
- The providers of our CCTV system (OCS)
- The providers of our learning platform (CloudW E-Services Team)
- The systems we use for recording progress in learning (Leafhopper Enterprise Support (SOLAR))
- The online software we use to help deliver the curriculum (Jigsaw, Purple Mash, OUP (RWI), Discovery Education Europe Ltd, Crocodile Clips (SumDog), Twinkl, Renaissance Learning UK Ltd, Classroom Secrets, Careersoft, Makaton Charity)
- The software we use to provide cashless payments (SIMSPay)
- The online software we use to help us manage visit and health & safety (Evolve)

- The providers of our safeguarding system (My Concern, Meditracker)
- Auditors (Wolverhampton LA)
- Visit/trip providers (Wombourne Leisure Centre, Colton Hills (Gwethliwig), Kingswood, Baggeridge Country Park, Cannock Chase)
- Sports Coaches (Wolverhampton Wanderers FC, Active BlackCountry)
- Before and after school club providers (Soccer 2000, NPV Football)
- Alternative Education Providers (Rodbaston & WVTC, Highfields School)
- Education Psychologists (Huw Williams, Dr Jenny Nock)
- Professional advisors and consultants (Stormont House School, C Parkinson - SOLO Taxonomy, BW Education)
- Contract Catering Services (Highfields School)
- Contract Data Management Services (Wolverhampton LA, Inventory, ParentCloud, EduSpot, SchoolComms)
- Contract IT Support Services (E-Services)

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach the age 16.

### **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:

- Request access to the personal data that Penn Fields School holds
- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- 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

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

### **Where can you find out more information?**

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-recieved>

To contact DfE: <https://www.gov.uk/contact-dfe>

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>

### **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 [dpo@pennfields.com](mailto:dpo@pennfields.com) or by writing to Penn Fields School, Boundary Way, Penn, Wolverhampton, WV4 4NT.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

[dpo@pennfields.com](mailto:dpo@pennfields.com) or by writing to Penn Fields School, Boundary Way, Penn, Wolverhampton, WV4 4NT.