Fair Processing Notice

Amended: October 2021

Approved by Trustees: October 2021

Review date: October 2023

Reviewing Panel: Standards, Staffing and Curriculum (SSC)

Woodlands School processes personal data about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). It processes this data to:

- support its pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education, and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Department of Health (DH), Primary Care Trusts (PCT), [and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and Connexions (see below)]. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school. ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions services' role. However parents, or the pupils themselves, if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name and address, then please contact the school.

Your attention is drawn to the full version (Layer 2) of the Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed and the rights of parents and pupils. If you wish to access your personal data, or that of your child, please contact the relevant organisation in writing. Contact details for each organisation are given in the full version of this notice, which can be obtained from the following website: www.essexcc.gov.uk (click on Learning, then Schools). For those pupils/parents where this is not practical, a hard copy can be obtained from the school by contacting the school office on 01268 282146.

Signed:_____   Dated:18th October 2021
                                        _____
Head Teacher

Signed:_____   Dated:18th October 2021
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Chair of Trustees

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE