

## Why do we collect and use pupil information?

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support you to decide what to do after you leave school

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

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality)
- Attendance information (such as number of absences and absence reasons)
- Special educational needs information
- Relevant medical information

## 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:

- Be informed about how Five Acre Wood uses your personal data
- Request access to the personal data
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased
- Request that your data is restricted.

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

If you have a concern about Five Acre Wood you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113.

For more information visit our website and go to the General Data Protection Regulation (GDPR) page.

<http://www.fiveacrewood.co.uk/general-data-protection-regulation-gdpr/>



# UK General Data Protection Regulation (GDPR)



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## UKGDPR – what is it?

The UK General Data Protection Regulation (UKGDPR) is a piece of EU-wide legislation which will determine how people's personal data is processed and kept safe, and the legal rights individuals have in relation to their own data.

From 25th May 2018, the existing 1998 Data Protection Act (DPA) will be replaced by the new Data Protection Act 2017, also known as the General Data Protection Regulation or GDPR

The UKGDPR is a new data protection regulation that's designed to build upon the current Data Protection Act, update the regulations to be fit for the modern digital age, strengthen and unify the safety and security of all data held within an organisation.

Under current legislation Five Acre Wood School already have a duty of care to ensure that personal data is kept safe and secure. And with the UKGDPR coming into effect the School has an increased responsibility to ensure this information – regardless of what form it's kept in – is managed in the right way in compliance with this new regulation.

## New requirements?

The main changes are:

- Five Acre Wood must appoint a data protection officer, who will advise on compliance with the GDPR and other relevant data protection law. This is Sarah Costain (Deputy Head)
- New privacy notices highlighting the school's 'legal basis' for processing information, and the individual's rights in relation to the data we hold on pupils and parents
- Five Acre Wood will comply with a month to any subject access requests, (and in most cases won't charge)
- Five Acre Wood will ask for individual's consent to process data
- There are new, special protections for children's data

**We will not give information to anyone outside the school without your consent unless the law and our policies allow us to. We may pass on personal information for child protection reasons or to other relevant agencies or partners including Social Services and Early Help.**

## Storing pupil information

Five Acre Wood keep information about you on computer systems and also sometimes on paper.

We hold all education records securely and retain them from your date of birth until you reach the age of 25, or until you change school after which they are safely destroyed.

## Who do we share pupil information with?

We routinely share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority (Kent County Council) and their commissioned providers of local authority services
- the Department for Education (DfE)
- Arbor
- MyConcern (Safeguarding)
- Pupil Asset
- Examination Boards (Asdan, OCR, AQA, EdExcel)
- Evidence for Learning
- ePEP online
- Welfare Call