



## FAIR PROCESSING NOTICE/PRIVACY NOTICE FOR STUDENTS/PARENTS

Version 5 – Spring 2024

WMAT understands the importance of Personal Data and has the protection of your data as its core.

This Fair Processing Notice/Privacy Notice is intended for parents/carers/legal guardians of prospective and current students and will cover:

- What is your Personal Data?
- What information is being collected?
- Who is collecting it?
- Why is it being collected and how will it be used?
- Who will it be shared with?
- How long do we keep your Personal Data for?
- What are your privacy rights?

We are happy to answer your questions. Our contact details can be found at the end of this notice.

### WHAT IS YOUR PERSONAL DATA?

Personal data relates to a living individual who can be identified using elements from that data, either as an individual item or in combination with other elements.

### WHAT INFORMATION IS BEING COLLECTED?

We hold the following information:

<i>Student identification</i>	Name, Date of Birth, Address, UPN/ULN/biometric information
<i>Parent identification</i>	Name, Date of Birth, National Identifier (e.g. National Insurance Number)
<i>Address</i>	Previous addresses, Current address
<i>Contact</i>	Home Phone, Mobile, Email Address
<i>Health information</i>	Medical Conditions, Allergies, Medicine Requirements, Dietary Needs,
<i>Student background</i>	Ethnicity / Nationality, Languages Spoken, entitlement to free school meals/pupil premium
<i>Student needs</i>	SEND Requirements, Safeguarding Requirements
<i>Student academic record</i>	Attendance (including at previous schools), assessment and attainment information, behavioural information (including exclusions and alternative provision)
<i>Social Care needs</i>	Episodes of being a child in need or looked after, outcomes for looked after children (such as health and dental assessments, strengths and difficulties questionnaire scores, offending) adoptions

## WHO IS IT BEING COLLECTED FROM?

Your Personal Data is collected from:

- You directly
- Previous schools
- external agencies, such as Local Council, Department of Education, health and education professionals etc.

## WHY IS IT BEING COLLECTED AND HOW WILL IT BE USED?

The personal data is required for the student to attend WMAT, to best meet the needs of the student whilst attending WMAT including:

- to support student learning and attainment qualifications
- to monitor and report on student attainment and progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe
- to meet statutory duties places upon us for DfE data collections
- for communications between the MAT/school and parents/carers/legal guardians.

Your Personal Data is processed based on UK GDPR Legal Basis:

<i>Public Interest</i>	Providing an education Fulfilling the Safeguarding and SEND obligations for our students
<i>Legal Obligation</i>	Details are used for statutory reporting requirements to the Department of Education, Local Council, Exam Boards, Qualifications Bodies and third parties such as Courts or Police where legally obliged to do so. We will also use this data for safeguarding purposes, such as allergy information and for other reasons for the student's own protection and wellbeing. We will also process student health data using the exemption found in the GDPR under Article 9(2)(b).
<i>Contract</i>	Students details may be required to satisfy a contract, such as an after-school club.

## WHO WILL IT BE SHARED WITH?

Your Personal Data will be shared with:

<i>Local Authority</i>	Personal Data will be shared with the Local Authority for purpose of Education Provision and performance monitoring.
<i>Department of Education</i>	Personal Data will be shared into the National Pupil Database, owned by the DfE, for the purpose of funding, educational attainment policy and monitoring. For completing Census returns.
<i>Exam Boards and Qualification Bodies</i>	Personal data will be shared with Exam Boards and Qualification Bodies to support accreditation.

<i>Contractors/Voluntary sector partners</i>	Personal Data may be passed to contractors for providing extra activities or clubs.
<i>School Staff</i>	Personal Data will be shared with appropriate members of staff for the purpose of student welfare, such as, understanding medical needs.
<i>External Health Providers</i>	Personal Details will be shared with Immunisation and statutory Student Health Monitoring services.
<i>External Education Resources</i>	Personal Details maybe shared with External Education Resources to allow students access to extra resources, such as Mathematics.
<i>SENCO/SEND Specialists</i>	Personal Data may be passed to Specialists involved with the SENCO provision for the student.
<i>School and Colleges that the students attend after leaving</i>	Personal data may be passed on to educational settings where students are expected to enrol.
<i>Youth support services</i>	Personal data may be passed to youth support services, work experience providers, careers advisors and alternative learning sites.

#### HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We are required to hold the Personal Data until the student is 25 years old, if the data hasn't been transferred to another school.

#### WHAT ARE YOUR PRIVACY RIGHTS?

Under the UK General Data Protection Regulation (GDPR), Data Subjects have rights about their Personal Data; these rights are not absolute:

<i>The Right to be Informed</i>	Provides Data Subjects with information about the processing activities being conducted, which are contained within this notice.
<i>The Right of Access</i>	Provides the Data Subjects with confirmation that their Personal Data is being processed and allows them access to the Personal Data you hold.
<i>The Right to Rectification</i>	Data Subjects have the right to have inaccurate data rectified or incomplete data completed.
<i>The Right to Erasure (Right to be Forgotten)</i>	Data Subjects have the right to have their Personal Data erased, provided that: it is no longer needed; we have been processing your data by consent and you have withdrawn consent; we no longer have a legal basis to process your data under; or we are processing your data unlawfully.
<i>The Right to Restrict Processing</i>	Data Subjects have the right to restrict the unnecessary processing of their Personal Data where it was processed under legitimate interest.
<i>The Right to Data Portability</i>	Data Subjects have the right to move their Personal Data between organisations, such as banks and insurance companies. It is not always possible to do this but can be done when the data is being processed under contract or with your consent and the processing is performed by automated means.

<i>The Right to Object</i>	Data Subjects have the right to object to how their Personal Data is being processed where it is being processed under legitimate interest.
<i>Rights Relating to Automated Decision Making and Profiling</i>	Data Subjects have the right not to be subject to an automated decision or profiling, where such could produce a legal effect concerning him or her, or similarly significantly affects him or her.

### **Biometric information**

Biometric information is information about a person’s physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. It is defined in the Data Protection Act as “personal data resulting from specific technical processing relating to the physical, physiological or behavioural characteristics of an individual, which allows or confirms the unique identification of that individual, such as facial images or dactyloscopic data.”

### **How it will be used**

Biometric information may be used for a range of applications and services including but not limited to access and exit for the School’s premises, access to services such as library or paying for meals in the canteen, attendance records and computer services.

Currently the trust schools only uses fingerprint information as part of an automated biometric recognition system. This system takes measurements of a person’s fingerprints and converts these measurements into a template to be stored on the system. An image of the fingerprint is not stored. The template (i.e. measurements taking from the fingerprint) is what will be used to permit access to the service.

### **Your Rights to Processing**

You can object to the proposed processing of your child’s biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing and addressed to the Headteacher/Principal with the subject line “withdrawal of bio consent”.

Even if you have consented, your son/daughter can object or refuse at any time to their biometric information being taken or used. The objection does not need to be in writing. We would appreciate it if you could discuss this with your son/daughter and explain that they can object to this if they wish.

The trust/school is also happy to answer any questions you or your son/daughter may have. If you do not wish your son/daughter’s biometric information to be processed by the school, or your son/daughter objects to such processing, the law says that the school must provide reasonable alternative arrangements for them to make canteen purchases and the school will do this by providing an alternative means. Please note that when your son/daughter leaves the school or if for some other reason withdraws consent to use the biometric system, their biometric data will be securely deleted.

For more information about your Data Subject Rights, please refer to the ICO website - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of these rights, then please contact us using the details at the end of this notice.

You also have the right to lodge a complaint about our processing with the UK’s Information Commissioner’s Office – [ico.org.uk](https://ico.org.uk)

## CONTACT US

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Weydon MAT is registered with the Information Commissioner's Office: ZA792813