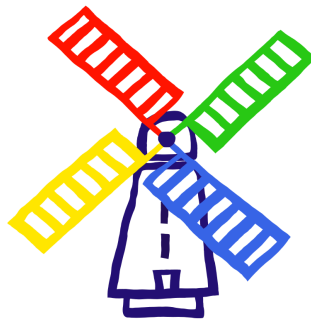


# Privacy Notice for Pupils & Parents

Unity  
Trust  
Courage  
Curiosity  
Respect  
Kindness



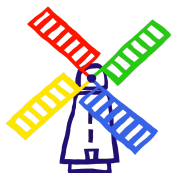
A community for learning. Raising expectations. Fulfilling high standards.

Revised: **3rd June 2024**

The policy is to be reviewed by: **January 2026**

Headteacher: **Mrs Gemma Hillier**

Data Protection Officer: **Nicola Cook**



# Widmer End Community Combined School & Pre-School

## Privacy Notice for Pupils & Parents

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Widmer End Community Combined School & Pre-School collects data and information about our pupils and parents / carers so that we can run effectively as a school. We are a primary, local authority, community maintained school and the data controller for the data we process on pupils attending our school.

This privacy notice explains how and why we collect pupil and parent / carer data, what we do with it and what rights parents and pupils have.

If you would like to discuss anything in this privacy notice, please contact our Headteacher, Mrs Gemma Hillier ([head@widmerend.bucks.sch.uk](mailto:head@widmerend.bucks.sch.uk)) or our Data Protection Officer Nicola Cook ([nicola@schoolsdpoc.com](mailto:nicola@schoolsdpoc.com)).

### **Our contact details**

Headteacher: Mrs Gemma Hillier

Deputy Headteacher: Mrs Vicki Marshall

SENDco: Mrs Louise Ross-Wood

### Address

Widmer End Community Combined School  
Estcourt Drive  
Widmer End  
High Wycombe  
Buckinghamshire  
HP15 6AH

### Office Contact

Mrs Lenton (Monday-Wednesday, Thursday & Friday AM)

Mrs Weaver (Monday, Wednesday, Thursday & Friday)

Tel: 01494 714371

E-mail: [office@widmerend.bucks.sch.uk](mailto:office@widmerend.bucks.sch.uk)

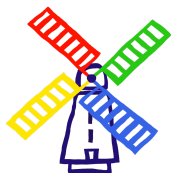
### **The types of information held by us**

We currently collect and process the following information:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address);
- characteristics (such as ethnicity, language, pupil premium and free school meal eligibility).
- safeguarding information (such as court orders and professional involvement).
- 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 1 and phonics results).
- behavioural information (such as exclusions and any relevant alternative provision put in place).
- Catering (such as allergies and universal free school meals).
- Trips and activities, including risk assessments where necessary.
- Pupil Premium (such as details pertaining to eligibility).

### **How we collect the information, why we have it and how we use it.**

We collect personal information about pupils and parents / carers before they join the school and update it during their time on the roll as and when new information is acquired. The data collected is essential for the



school to fulfil official functions and meet legal requirements. It is used to:

- to support pupil learning.
- to run the school safely and effectively and protect the welfare of everyone in school.
- to meet statutory, legal obligations placed upon us by the DfE data collections.
- to monitor and report on pupil attainment.
- to provide appropriate pastoral care.
- assess the quality of our services.
- promote the school including use of photographic images where consent has been provided .
- communicate with parents/carers.

Most of the personal information we process is provided to us directly by you but we also receive personal information when pupils join the school from:

- Previous school and nursery settings, other previous childcare provisions.
- from the local authority.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for this processing are:

- You are able to remove your consent at any time. You can do this by contacting the school office.

Article 6.1.e states that the use of personal data is justified if 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'. In this instance, the requirement for the school to deliver education under the Education Act (1996) requires us to collect information to deliver this service.

Article 9 covers the use of sensitive personal information (this includes health and 2 social care information). This is justified either by article 9.2.a, consent from the data subject, or article 9.2.e, processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services.

Some personal information requires extra protection as it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data, criminal convictions. If we are processing special category data, our lawful bases will also include one of the following:

- we have explicit consent.
- to meet our obligations as a controller or those of data subjects.
- to meet our public interest task of keeping pupils safe.

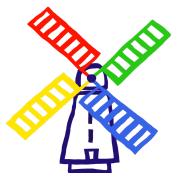
### **Who we share information with.**

We routinely share this information with:

- schools that pupils attend after leaving us.
- our local authority, Buckinghamshire County Council.
- the Department for Education (DfE) (statutory data collections) and their associated third parties.
- school governors / trustees.
- companies providing services to the school, e.g. catering, photography, communication services.
- other parties where there is a legal basis for doing so.

From time to time, we may also share pupil information with other third parties including the following:

- Police and law enforcement agencies
- NHS health professionals including the School Nurse, Mental Health Support Team, Multi Agency Safeguarding Team such as Children's Services and other external support and health teams.
- Educational Psychologists.
- Education Welfare Officers.



# Widmer End Community Combined School & Pre-School

## Privacy Notice for Pupils & Parents

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- Courts, if ordered to do so.
- Prevent teams in accordance with the Prevent Duty on schools.

In the event that we share personal data about pupils with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

### How we store your information

We hold pupil data and any other data provided securely; physically and electronically, within statutory guidelines.

We hold pupil and parent / carers' data in line with our retention schedule which is available from the school office. Records and data of pupils and parents will be managed and destroyed in line with this schedule.

### Your data protection rights

Under data protection law parents / carers and pupils have the right to request access to information about them that we hold, a 'subject access request'.

To make a request for your personal information or to be given access to your child's educational record, please contact the school office or our data protection officer (see contact details at the start of this privacy notice).

Depending on the lawful basis above, you may 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
- a right to seek redress either through the ICO or through the courts.

Upon receipt of a written request for a pupil's educational record, the school will respond to it within 15 school days. This is an independent legal right of parents which falls outside of the GDPR.

### How you can help us

As the school has limited staff resources outside of term time, we ask parents to submit subject access requests during term time and to avoid sending a request during periods when the school is closed. This will assist us in responding to your request as promptly as possible. For further information about how we handle subject access requests, please see our Data Protection Policy.

### Any concerns

If you have a concern about the way we are collecting or using your or your child's personal data, you should raise your concern with us in the first instance. You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data:

### Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Telephone: 0303 123 1113