



# DARRICK WOOD SCHOOL

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## AN ACADEMY AND TEACHING SCHOOL

# Privacy Notice

## How we use student and parent/carer information

### 1 Introduction

#### *Background*

Due to the data protection laws changing Darrick Wood School requires a new student and parents/careers privacy notice.

#### *Objectives*

To offer Darrick Wood School students and parents/careers a clear and concise document that informs how we collect, store, use and share their personal data.

### 2 The categories of information that we collect, hold and share include:

#### *Student information*

- Personal information (such as name, unique pupil number, address and biometric information)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as grades, predicted grades and reading ages)
- Relevant medical information (such as medication, illnesses, disabilities and allergies)
- Special educational needs information (such as statements, provision map information)
- Exclusions / behavioural information (such as ClassCharts points, detention information and inclusion information)
- Safeguarding information (such as looked after child)
- Post 16 learning information (such as targets and grades)

#### *Parent/Carer information*

- Personal information (such as name, title, address and contact information)
- Characteristics (such as gender)
- Safeguarding information (such as court ordered mandates)

### 3 Why we collect and use this information

We use the student and parent\carer data:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care and safeguarding
- To assess the quality of our services
- To comply with the law regarding data sharing

## 4 The lawful basis on which we use this information

We collect and use student information under the requirements of the GDPR and the provisions of the Data Protection Act 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the GDPR.

We only collect and use students' and parent/carers personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' and parent/carers personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use student and parent/carer personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' and parent/carers personal data overlap, and there may be several grounds which justify our use of this data.

While the majority of information we collect about students and parent/carers is mandatory, there is some information that can be provided voluntarily.

The Department for Education has legal powers to collect the student personal data that schools, local authorities and awarding bodies hold.

For more information on the legislation which allows this, see:

- [Section 537A of the Education Act 1996](#)
- [Section 83 of the Children Act 1989](#)

## 5 Collecting student and parent/carer information

Whilst the majority of student and parent/carers information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

## 6 Storing student and parent/carer data

We hold student and parent/carers data until the 25th anniversary of the student's date of birth.

The only exceptions to this are:

- Any safeguarding data that will be kept indefinitely
- 6<sup>th</sup> form bursary application and related data that will be kept for 7 years.

## 6.1 *We routinely share student information with:*

- Schools that the students attend after leaving us
- Local Authorities
- The Department for Education (DfE)
- Aspens Services
- NHS
- Police and other law enforcement agencies
- WP Associates Ltd
- Bromcom Computers Plc
- Edukey Education Ltd
- GroupCall Ltd
- Wonde Ltd
- Centre for Evaluation & Monitoring
- ParentPay Ltd
- SF Software Ltd
- Yep Schools Direct Ltd
- Vancols Ltd
- FFT Education Ltd
- Meritec Ltd
- eduFOCUS Ltd
- Assessment and Qualifications Alliance Ltd
- Pearson Education Ltd
- Oxford Cambridge and RSA Examinations LBG
- WJEC CBAC Ltd
- The London Institute of Banking & Finance
- The PiXL Club Ltd
- Boardworks Ltd
- Oxford University Press
- MathsWatch Ltd
- Soundbitelearning UK Ltd
- Hachette UK Ltd
- Social Eyes
- Educake Ltd
- Joint Council for Qualifications
- The GL Education Group
- The Jack Petchey Foundation
- The Brilliant Club
- The EverLearner Ltd
- Music Sales Digital Services, LLC
- Bramble Technologies Ltd
- National Foundation for Educational Research
- Juniper Education Group
- Unifrog
- SOCS
- Asset for Schools

## 6.2 *We routinely share parent/carer information with:*

- Independent Catering Ltd
- NHS
- Police and other law enforcement agencies
- WP Associates Ltd
- Bromcom Computers Plc
- Edukey Education Ltd
- GroupCall Ltd
- ParentPay Ltd
- SF Software Ltd
- Yep Schools Direct
- Vancols Ltd
- eduFOCUS Ltd
- Social Eyes
- All Things Code Ltd
- Juniper Education Group

## 7 Why we share student and parent/carer information

We do not share information about our students and parents/carers with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (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 students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

## 8 Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## 9 Youth support services

### *Students aged 13+*

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

### *Students aged 16+*

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

## 10 The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students 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 law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The DfE may share information about our students from the NPD with third parties who promote the education or well-being 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 our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE'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 DfE has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

## 11 Requesting access to your personal data

Under data protection legislation, students and parent/carers 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:

Our main school office  
Darrick Wood School  
Lovibonds Avenue  
Orpington  
Kent  
BR6 8ER

Telephone: 01689 850271  
Email: [Office@DarrickWood.Bromley.sch.uk](mailto:Office@DarrickWood.Bromley.sch.uk)

Our Data Protection Officer  
[Data Protection Education Ltd](#)  
1 Saltmore Farm  
New Inn Road  
Hinxworth  
Baldock  
SG7 5EZ  
Telephone: 0800 0862018  
email: [dpo@dataprotection.education](mailto:dpo@dataprotection.education)

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
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

## 12 Contact

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

Darrick Wood School  
Lovibonds Avenue  
Orpington  
Kent  
BR6 8ER

Telephone: 01689 850271  
Email: [Office@DarrickWood.Bromley.sch.uk](mailto:Office@DarrickWood.Bromley.sch.uk)  
Head Teacher: Dr M J Airey

### Note

This document is subject to change without notice.

Updated: November 2023