

| <b>Testwood School</b><br>Privacy Notice (How we use personal information) Student & Parents/Carers |           |
|-----------------------------------------------------------------------------------------------------|-----------|
| Key Responsibility                                                                                  | DM        |
| Last Review:                                                                                        | July 2026 |
| Next Review:                                                                                        | July 2027 |

### Revision History

| Version | Date       | Amendments                                         | Initials |
|---------|------------|----------------------------------------------------|----------|
| V1.1    | 08/02/2021 | Updating information relating to COVID-19 Pandemic | AS       |
| V1.2    | 07/07/2021 | Planned Review – Updated Appendix A                | AS       |
| V1.3    | 30/04/2024 | Revised dates                                      | DM       |
| V1.4    | 1/07/2025  | Revised biometric data                             | SE       |
| V1.5    | 21/09/2026 | Revised biometric data                             |          |

## Privacy Notice (How we use personal information)

### Why do we collect and use personal information?

We collect and use personal information:

- to support students learning
- to monitor and report on student progress
- to support appropriate pastoral care provisions
- to assess the quality of our services and how well our school is doing
- Statistical forecasting and planning
- to comply with the law regarding data sharing
- to protect student welfare and carry out safeguarding activities
- to provide secure and efficient access to school services such as cashless catering through biometric systems

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

- Personal information (such as name, unique pupil number and address)
- 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) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, dietary needs, special educational needs and behavioural information
- Post 16 learning information
- Biometric information (such as fingerprints used for library access or cashless catering systems)

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where 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. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

### **Collecting personal information**

Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

### **Storing personal data**

We hold student data for / in accordance with our retention schedule up until the student's 25<sup>th</sup> birthday.

### **Biometric Data**

As part of our cashless catering system, Testwood School may collect and process biometric data (e.g. fingerprint data) from students. This data is used solely to allow quick and secure access to catering services and is not used for any other purpose. In such cases, we will provide an alternative method of accessing services.

As part of our cashless catering system, Testwood School processes biometric data (e.g. fingerprint recognition) to allow quick and secure access to canteen services. Biometric data is used solely for this purpose and is never shared externally. Written parental consent is required before enrolling any student. If consent is refused, not provided, or later withdrawn, we will provide an alternative non-biometric method to ensure full access to catering services.

### **Key Points:**

- Biometric data is processed in accordance with the **Protection of Freedoms Act 2012** and **UK GDPR**.
- We will **not process any student's biometric data without consent** from at least one parent or legal guardian.
- A student has the **right to object** or refuse participation in biometric data collection or use, regardless of parental consent. In such cases, we will provide an alternative method of accessing services.
- **Right to Withdraw:** You may withdraw your consent at any time by contacting [reception@testwoodschool.co.uk](mailto:reception@testwoodschool.co.uk)
- Biometric data is **stored securely**, is not shared with any third parties, and is deleted when the student leaves the school or withdraws from the system.
- Where a child is looked after under a care order, we will seek consent from the appropriate legal authority or guardian.

### **Who do we share student information with?**

We routinely share student information with:

- schools that the students attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nurse/NHS/Other healthcare providers

- emergency services (Ambulance/Police/Fire)
- online services that are used for educational purposes (See Appendix A)

### **Aged 14+ qualifications**

For students enrolling for post 14 qualifications, the Learning Records Service will give us a student's unique learner number (ULN) and may also give us details about the student's learning or qualifications

### **Why we share student information**

We do not share personal information 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.

Article 6(1)(e) – the 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.

Article 9(2)(g) – the processing is necessary for reasons of substantial public interest.

### **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-collectionand-censuses-for-schools>.

### **Youth support services**

#### **What is different about 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 / carer 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.

### **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 Department. 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 and early years' census. Some of this information is

then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

The department 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 Department 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 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 department'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 department 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 DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents/carers and students 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 **Data Protection Officer** (details below)

You also have the right, subject to some limitations 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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Contact:**

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

**Data Protection Officer Tel:**

**02380 665494**

or

**email: [dpo@testwoodschool.co.uk](mailto:dpo@testwoodschool.co.uk)**

This policy was approved by the Trustees and will be reviewed bi-annually.

## Third party systems used by Testwood School

| <b><u>Supplier</u></b>  | <b><u>What it is used for</u></b>                                | <b><u>What is shared</u></b>                                                                                                  |
|-------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Google G Suite          | G Suite – Google Classroom, Google Drive, Gmail, etc.            | Name, Parental contacts                                                                                                       |
| CPOMS Systems Limited   | CPOMS - Safeguarding management system                           | Name, Address, Attendance, Gender, D.O.B, SEN status, Medical information, Contact information, School UPN, Religion/Belief . |
| ParentPay               | Home-School Communications, Payments                             | Name, D.O.B, Gender, Contacts.                                                                                                |
| Arbor Online            | School Information Management System, Options system, Parent App | Name, Address, Attendance, Gender, D.O.B, SEN status, Medical information, Contact information, School UPN, Religion/Belief . |
| Groupcall               | Secure data transfer tool for our third party suppliers          | Name, Address, Attendance, Gender, D.O.B, SEN status, Medical information, Contact information, School UPN, Religion/Belief . |
| Softlink Library System | Oliver Library                                                   | Name, Address, Gender, D.O.B, Contact information, School UPN.                                                                |
| Vericool                | Cashless Catering System                                         | Name, Address, Gender, D.O.B, Contact information, Medical information, Dietary.                                              |
|                         |                                                                  |                                                                                                                               |