

## Protection and Use of Information

At Education South West (ESW) we are committed to protecting and respecting your privacy. This document explains how we use any personal information we collect about you and your child

### 1. Collecting pupil information

Whilst the majority of pupil information you provide to us is required by Law, 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 pupil information to us or whether providing the information is optional.

The categories of pupil information we ask for, hold and share include:

- personal information and contacts (such as name, contact details and address)

- characteristics (such as ethnicity, language, and free school meal eligibility)

- safeguarding information (such as court orders and professional involvement)

- special educational needs

- medical and administration (such as doctors information, allergies, medication and dietary requirements)

- attendance (such as sessions attended, number of absences, and absence reasons)

- assessment and attainment (such as key stage 1 and phonics results, SATS, GCSE and post 16 courses enrolled for and any relevant results)

- behavioural information (such as exclusions)

- Trips and activities

- Catering and free school meal management

- Identity management / authentication (such as biometric data)

### 2. Why we collect and use this information

Pupil data is essential for schools' operational use. We use the pupil data:

- to support teaching and learning

- to monitor and report on pupil progress
- to provide appropriate pastoral care to assess the quality of our educational and pastoral provision

- to keep children safe (food allergies, or emergency contact details)

- to meet the statutory duties placed upon us for DfE data collections

- to support you to decide what to do after you leave school

### 3. How we collect pupil information

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from a previous school.

### 4. Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us

- our local authority

- the Department for Education (DfE)
- Multi Academy Trust

- NHS and School Nurse

- Our suppliers such as school meal payment companies and parent communication software suppliers

We will not give information about you or your child to anyone outside the school without your consent unless the law and our policies allow us to.

## 5. The lawful basis on which we use this information

Education South West collects and uses personal data in order to meet legal requirements and deliver services in the public interest as set out in GDPR and UK law, including those relating to :

Article 6 and Article 9 of the  
GDPR Education Act 1996  
Regulation 5 of The Education  
(Information About Individual Pupils)  
(England) Regulations 2013.

## 6. Why we share pupil information

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

## 7. Third Party Suppliers

We also share pupil information with third party suppliers where it is vital to the smooth running of the school and to provide education to your child.

We have checked all of our suppliers as part of our due diligence to ensure they are compliant with the new Data Protection Regulations.

A list of all of our suppliers can be found at <https://www.educationsouthwest.org.uk/suppliers>

## 8. Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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 / pupil once he/she reaches the age 16.

## 9. Pupils aged 16+

We will also share certain information about pupils 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. Storing pupil data

Personal data relating to pupils and their families is stored in line with the our Data Protection Policy. In accordance with the GDPR, data is only stored for as long as necessary to complete the task for which it was originally collected.

## 11. Requesting access to personal data

Under data protection legislation, parents and pupils 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 the ESW Data Protection Officer,

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

Zoe Williamson  
ESW Data Protection Officer  
[dataprotection@educationsouthwest.org.uk](mailto:dataprotection@educationsouthwest.org.uk)  
01626 366969