



# Wilson's School Privacy Notice for Pupils

## (How we use pupil information)

Wilson's School is the Data Controller for the use of personal data in this privacy notice. If you would like to discuss anything in this privacy notice, please contact: Mr G Englefield, Data Protection Officer, Wilson's School, Mollison Drive, Wallington, Surrey, SM6 9JW [dpo@wilsonsschool.sutton.sch.uk](mailto:dpo@wilsonsschool.sutton.sch.uk)

You have a legal right to be informed about how Wilson's School uses the personal information that is held about you. To do this we have prepared this "privacy notice" which explains how we collect, store and use personal data about pupils at the school.

## The personal data about pupils we hold

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons we get information about you from other places such as other schools, the local authority and the government.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your contact details
- Your test results
- Your attendance records
- Details of any behaviour issues, suspensions or exclusions
- Information about how you use school computers and other IT and communications systems

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, like your ethnic background or any special educational needs
- Information about free school meal eligibility now and in the past
- safeguarding information (including court orders, professional involvement and information from social services)
- Information about any medical conditions you have
- Photographs, video recordings, CCTV images captured in the school and biometric data (fingerprint)
- Destinations information once you've left Wilson's School
- Information required for administration of school visits, activities, work experience, catering systems (such as passport and visa information, payment information, meal choices).

This list is not exhaustive.

## Why we use this data

We collect and use the data listed above, for the following purposes:

- a) to support your learning
- b) to monitor and report on pupil attainment progress
- c) to get in touch with you and your parents or carers when we need to
- d) to look after your wellbeing and provide appropriate care, support and guidance
- e) to track how well the school as a whole is performing
- f) to keep children safe and protect vulnerable individuals
- g) to make sure our computers and other school systems and equipment are used appropriately, legally and safely

- h) to provide references for future employment
- i) to protect pupils and others and for site security
- j) to meet the statutory duties placed upon us by the Department for Education (DfE)

Where you have given us consent to do so, we may send you messages by email or post promoting school events, campaigns, charitable causes or services that you might be interested in. You can take back this consent at any time by contacting us (see contact details at the top of this Privacy Notice).

We don't currently put pupils' personal data through any automated decision making or profiling process. This means we don't make decisions about you using only computers, without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

While you're in school, we may monitor what material you access on our computers and other IT and communication systems. We do this so that we can:

- Comply with health and safety law and other laws
- Comply with our policies (e.g. Safeguarding and Child Protection Policy, IT Acceptable Use Policy, IT Security Policy)
- Keep our network(s) and devices safe from people who aren't allowed to access them, and prevent harmful software from damaging our network(s)
- Protect your welfare

## The lawful basis for using this data

The lawful bases we rely on for processing pupil information are:

- Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of the official duties of a school e.g. providing pupils with an education, fulfilling safeguarding obligations and efficient management of the school
- Legal obligation: for example data collected for DfE census information
- Legitimate interests: for example, where processing of personal data is necessary for appropriate and genuine reasons except where the processing is unfair on you
- Vital interests: to keep children safe, protect health interests, this covers the use of personal data in a life or death situation

Consent: sometimes we may also use personal data where the pupil or the parent/carer has given permission to use it in a certain way. Where we require consent to use your personal data it may be withdrawn at any time by contacting us (see the contact details at the top of this Privacy Notice).

In addition, concerning any 'special category' data we will only collect and use it where we have a lawful basis as above and one of the following conditions for processing also apply: you have given your explicit consent to the use of your information in a certain way; we need to use your information under employment, social security or social protection law; we need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent; the information has already been made obviously public by you; we need to use it to make or defend against legal claims; we need to use it for reasons of substantial public interest as defined in legislation; we need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law; we need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to

confidentiality under law; we need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest.

Some of the reasons listed for collecting and using pupil information overlap, and there may be several grounds which justify the use of personal data.

## Collecting this data

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory (i.e. you have to give us the information), some of it you can choose whether or not to give us. When we want to collect information from you we will let you know whether you have to give us the information or whether you have a choice in this.

Most of the information we hold about you will come from you or your parents, or will be created by you and school staff during your time at the school. We may also hold data about you from previous schools, local authority, government departments or agencies, police forces, courts or tribunals.

## Storing this data

We hold pupil data securely for the amount of time shown in our data retention procedures or for as long as the law requires us to (in relation to the basic pupil file this is until the pupil's 25<sup>th</sup> birthday). We keep some basic pupil information (name, date of birth, dates of attendance at the school and destination on leaving the school) indefinitely for archiving purposes in the public interest and/or historical research purposes only. For more information on our data retention procedures please contact the Data Protection Officer. We have measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, changed or disclosed. We will dispose of your personal information securely when we no longer need it.

## Who we share data with

We do not share information about you with any third party without consent unless the law, our function or our policies allow us to do so. We routinely share pupil information with:

- Local Authorities – to meet our legal obligations to share certain information, such as safeguarding concerns, exclusions or destination data;
- the Department for Education (DfE) – to meet our legal obligations as part of data collections such as the School Census (see below for more detail);
- your parent(s)/carer(s) – to provide information about your progress and in case of emergency (we will take family circumstances into account, in particular where a Court Order is in place);
- Destination schools – on leaving Wilson's in the public interest of delivering education;
- Youth Support Services – as it has legal responsibilities regarding the education or training of 13-19 year olds;
- Educators and examining bodies – necessary for the performance of our education function;
- Trustees, Ofsted and Southwark Diocesan Board of Education – to enable them to evaluate the education we provide to our pupils which is in the public interest;
- Suppliers and service providers – to enable them to provide the services we have contracted them for e.g. payment systems, online homework systems, the school's management information system, safeguarding systems, new pupil registration systems, parent evening systems, filtering and monitoring service providers, signing in / out system, school photographer, travel companies and other providers in relation to school visits, and other providers of education support systems;

- Public Health England – via local NHS Trusts for health data collections e.g. vaccinations and immunisations;
- Health and social welfare organisations/third parties – to enable us to comply with our duty of care and statutory safeguarding duties for pupil welfare including: therapists, clinical psychologists, the school counsellor, the school nurse, CAMHS, safeguarding software systems (CPOMS), social workers, Education Welfare Officer;
- Charities and voluntary organisations;
- Police forces and law enforcement agencies, Prevent teams, courts, tribunals – in order to uphold law and order;
- Wilson’s School Trust CIO.
- Our auditors and financial organisations

This list is not exhaustive.

## Further detail about pupil information use and sharing:

### National Pupil Database

We have to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations, such as organisations that promote children’s education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education’s webpage on [how it collects and shares personal data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

### Youth support services

Once you 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 post-16 education and training services, youth support services and careers advice services.

The information shared is limited to your name, address and date of birth. However where a parent or guardian, (or you once aged 16) provides their consent, other information relevant to the provision of youth support services can be shared.

Data is securely transferred to the youth support service via secure methods and is stored on our systems and held until the pupil’s 25<sup>th</sup> birthday. For more information about services for young people, please visit our local authority website.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## Transferring data internationally

Where we share data with an organisation that is based outside the UK we will do so in accordance with data protection law.

## Photographs and videos

Photographs and video are an integral part of school life and there are many occasions where the school will take photographs or video of pupils for its own use or allow an external company (i.e. a school photographer) to take images of pupils. In certain cases, where there is a lawful basis for processing, images can be taken and used without the consent of the pupil or their parent/carer. These include:

- Named photographs used internally to inform staff which pupils have medical or other conditions or needs
- Named photograph of a pupil to be used internally in the school's management information system for pupil identification purposes
- Video taken during lessons or pupil assessments for feedback or assessment purposes

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold and this is called a subject access request. If you make a subject access request, and if we do hold information about you, we will (unless there's a good reason why we shouldn't) give you information about the information we hold including a copy. To make a request for your personal information contact the Data Protection Officer (see contact details at the top of this Privacy Notice).

You also have the right to:

- in some cases have personal data corrected if its inaccurate
- stop your information being used to send you marketing emails
- in some cases have personal data deleted or destroyed or restrict its use
- to object to what we are doing with your information
- withdraw your consent where you had previously given consent
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. If you continue to have concerns you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **27 March 2025**.

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## How Government uses your data

The pupil data that we lawfully share with the the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Data collection requirements

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

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-mpd-privacy-notice/national-pupil-database-mpd-privacy-notice>

## Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

## **How to find out what personal information the Department for Education (DfE) holds about you**

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>