



Privacy Notice

(How we use pupil information)

Amwell View School and Specialist Sports College is the Data Controller for the use of personal data in this privacy notice.

The Headteacher acts as a representative for the school with regard to its data controller responsibilities. The Data Protection Officer (DPO) oversees and monitors the school's data protection procedures, delivers staff training and ensure that the school is compliant with the GDPR. The DPO can be contacted by email dpo@amwell.herts.sch.uk.

The categories of pupil information that we process include:

- Personal identifiers and contacts (such as name, unique pupil number, 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 (Plans: EHCP, care, behavioural, anxiety, communication, dinner, pupil profile, transport. Meetings: Child in Need, Team around Family)
- Medical and administration (such as doctors information, child health, dental health, allergies, diagnosis, medication, Speech and Language reports, Paediatrician Letters)
- 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, post 16 courses enrolled for)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Consent to education visits, swimming, horse-riding
- Consent to use photographs
- Consent to referrals to or input from a range of professionals, such as Speech and Language Therapists, Physiotherapist, Occupational Therapist, Specialist Dentist, Hairdresser, Pet Therapy

Why we collect and use this information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us by the Department of Education data collections, such as School Census

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

The lawful basis on which we use this information

We collect and use pupil information under Article 6 of the GDPR, such as:

- Where consent has been given.
- For purposes of supporting pupil learning, monitoring and reporting and pupil attainment progress, providing appropriate pastoral care, assessing the quality of our services, and keeping pupils safe, in accordance with the lawful basis of public task. Relevant legislation includes the Education Act 1996, the Education Act 2002 and the Education Act 2011.
- Where there is a legal obligation to process the data, such as for census returns to the DfE.
- Where it is in the vital interests of a child to do so, i.e. in a life-threatening situation.

We collect and use sensitive data under Article 9 of the GDPR such as data relating to ethnic origin or religion, health, entitlement to Free School Meals or Pupil Premium, or information related to safeguarding or special education needs:

- Where consent has been given.
- For the purpose of meeting the statutory duties placed on us for DfE data collections, such as for the school census in accordance with the lawful basis of legal obligation. Relevant legislation includes the Education (Pupil Information) (England) Regulations 2005 (as amended) regarding the processing of educational records, and the Education (Information about Individual Pupils) (England) Regulations 2013 (as amended) regarding the processing of pupil information for the school census.
- For the purposes of safeguarding.

Collecting pupil information

We collect pupil information using registration forms or via Common Transfer File from a previous school when a child first starts school and this is updated during their time in school. Pupil data is essential for the schools' operational use.

Pupil data is essential for schools' operational use. Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [Statutory School Policies \(amwell.herts.sch.uk\)](https://www.amwell.herts.sch.uk/Statutory-School-Policies).

Who we share pupil information with

We routinely share pupil information with:

- Other schools/colleges that the pupil's attend after leaving us
- Hertfordshire Local Education Authority
- Safeguarding Team
- Social Services
- the Department for Education (DfE)
- school nursing team, speech and language therapists, occupational and physiotherapists, (NHS)
- Consultant Paediatricians
- Tertiary Hospitals
- Ofsted
- School Improvement Partners

Why we regularly share pupil information

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

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.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to YC Hertfordshire 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

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via HertsFX and is stored on the school drive and filed in the front office and held until the pupil is 25 years old inline with the schools retention policy.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and YC Hertfordshire 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

Data is securely transferred to the youth support service via HertsFX and is stored on the school drive and filed in the front office secure filing cabinet and is held until the pupil is 25 years old.

For more information about services for young people, please visit our [local authority website](#).

Department of Education

The Department of 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: Section 3 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. For privacy information on the data the Department for Education (DfE) collects and uses, please see:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

and

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

Requesting access to your personal data

The UK-GDPR give parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact Janet Warrington, Data Protection Officer dpo@amwell.herts.sch.uk.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

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 [rais a concern with ICO](#).

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data/' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the DPO who can be contacted by email dpo@amwell.herts.sch.uk.

Last updated

Version 5 – 16th August 2023

Version 6 – 23rd September 2024

Version 7 – 29th July 2025

To be reviewed August 2026.

Contact

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

Data Protection Officer - Janet Warrington
Amwell View School and Specialist Sports College,
Station Road,
Stanstead Abbots,
Herts. SG12 8EH
dpo@amwell.herts.sch.uk

How Government uses your data

The pupil data we lawfully share with 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)
- Supports 'longer term' research and monitoring of educational policy (for example how 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 (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve; and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

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

Sharing by the Department

DfE will only share pupil's personal data where it is lawful, secure and ethical to do so. Where these conditions are met, 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 UK GDPR, 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

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

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

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