

**Main Office and Primary site**

The Bronze Barrow, Cedar Drive, Witney, Oxfordshire OX28 1AR
Tel: 01993 703963 | Fax: 01993 774184 | Email: office.7012@springfield.oxon.sch.uk

Secondary site

Wood Green, Woodstock Road, Witney, Oxfordshire OX28 1DX
Tel: 01993 706662 | Fax: 01993 709971 | Email: swg.7012@springfield.oxon.sch.uk

Head Teacher: Mrs Emma Lawley B.Ed. Hons
www.springfield.oxon.sch.uk

General Data Protection Regulation

Data Protection privacy notice for pupils / parents / carers

Who processes your information?

Springfield Special School is the data controller of the personal information you provide to us. This means Springfield Special School determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is processed.

Why do we collect and use your information?

We hold the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding pupils from their previous school, Local Authority, agencies and services, and the Department for Education. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning and progress
- To monitor and report on pupil progress
- To provide appropriate pastoral care and to support pupil wellbeing
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

This information will include their contact details, assessment/accreditation results, attendance information, any exclusion information, where pupils go after they leave us and personal characteristics such as their ethnic group, special educational needs and relevant medical information. The lawful basis for collection of data is defined by the General Data Protection Regulation (GDPR).



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Which data is collected?

The categories of pupil information that we collect, hold and share includes the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and accreditation information
- Medical information
- Special Educational Needs and Disability
- Exclusions and Behavioural information
- Photographs to aid our records management
- Education and school history
- Post 16 learning information
- Sibling information
- Information regarding pastoral care, safeguarding and pupil wellbeing

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to our pupils is stored in line with Springfield School's Records Management Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

We share pupil data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding, educational monitoring and planning. We are required to share information about pupils with the Local Authority and the Department for Education under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD) is managed by the Department for Education and contains information about pupils in schools in England. We are required by law to provide information about our pupils 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 Pupils) (England) Regulations 2013. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:



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- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. 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>.

We will not share your personal information with any third parties without your consent, unless the law allows us to do so (Article 6 and Article 9 of the GDPR).

The school shares pupils' information with:

- Pupils' destinations upon leaving the school
- Local Authority
- The Department for Education
- The National Health Service
- Third party services, organisations and agencies involved in the provision of pupils' education, wellbeing and pastoral care

Once pupils reach the age of 13, we are required by law to pass on certain information to our LA and the provider of youth support services, who are responsible for the education or training of 13-to-19-year-olds. This enables them to provide youth support services and careers advisers. We may also share specific personal data of pupils who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the LA or name of provider of youth support services, by informing Springfield Special School's Head Teacher via email or letter. Once pupils reach 16 years of age, this right is transferred to them, rather than their parents.

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 Oxfordshire County Council's website

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What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how we process your personal data.
- Request access to the personal data that we holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

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>

If you have a query or concern about the way we are using your personal data, please contact Emma Lawley, Head Teacher at Springfield Special School.

Alternatively, you can contact the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>