

Woodlands Secondary School	Privacy Notice for pupils (How we use pupil information)	
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Date	Review Date	Author	Nominated Governors
January 2026	January 2027	SPT Compliance	Governing Board
Website	Statutory Policy	Source	Ratification Date
Yes	Yes	SPT Compliance	2/2/26

Woodlands Secondary School is the Data Controller for the use of personal data in this privacy notice.

Our Data Protection Office is Paula Creighton and can be contacted at paula.creighton@sptcompliance.co.uk

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils and parents.

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 information (including category of need)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- 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 and any relevant results)
- behavioural information (including behaviour risk assessments and incident reports)
- safeguarding information (such as records relating to court orders such as a child protection plan)
- suspension and exclusion information
- assessment and attainment information, including the results of internal assessments and externally set tests.
- details of any support received, including care packages, plans and support providers

- Admissions information (such as admission dates, previous educational institutions, reason for transfer)
- Parental or guardian information (name and contact details, including their relationship to the child)
- Emergency contact details (details of alternative emergency contacts other than parents of guardians)
- Health and safety information (records such as incidents and accidents, first aid administered)
- Photographs and videos

Why we collect and use pupil information

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

- a) to support pupil learning
- b) to monitor and report on pupil progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- g) to provide extra-curricular activities
- h) to protect pupil welfare
- i) to assess the quality of our services
- j) to assess equalities
- k) to comply with safeguarding obligations
- l) to comply with the law regarding data sharing
- m) to comply with the law regarding health and safety
- n) to share data for statutory inspections and audit purposes
- o) to protect public health
- p) to comply with other legal duties

The lawful basis on which we use this information

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

- public interest and for special category data (such as religion, ethnicity and medical information) because it is necessary for a reason of substantial public interest.
- public task basis – we need to process data to fulfil our statutory function as a school.
- legal obligation basis – we need to process data to meet our responsibilities under law.
- consent' basis – we will obtain consent from you to use your personal data
- vital interests basis we will use this personal data in a life or death situation In accordance with the "contract" basis we need to process personal data to fulfil a contract with you or to help you enter into a contract with us

In order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation (GDPR) and UK law, including those relating to the following:

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

Collecting pupil information

We collect pupil information via Common Transfer File (CTF), CPOMS, school admission pack, EHCP and Health and Professional reports.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, 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 data retention schedule. For more information on our data retention schedule and how we keep your data safe, please request a copy of the Data retention policy by contacting the school office.

Who we share pupil information with

We routinely share pupil information with:

- Colleges, education and social care provisions that the pupils attend after leaving us
- Your child's local authority
- Transport providers (local authority and external contractors)
- Local Authority transitions team
- The Department for Education (DfE)
- School nurses / NHS colleagues

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 education 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.

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

Local Authority transitions team

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:

- Transition services to post 16 and post 18 providers
- Careers advisors

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 Transitions Team service via **Egress Switch**.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or transitions team 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
- careers advisers

Data is securely transferred to the youth support service via **Egress Switch**.

For more information about services for young people, please visit our local authority website.

Department for Education (DfE)

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: section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (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.

Requesting access to your 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 schooloffice@woodlands.luton.sch.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- 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 or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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 schooloffice@woodlands.luton.sch.uk

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 January 2026

Contact

If you would like to discuss anything in this privacy notice, please contact:
schooloffice@woodlands.luton.sch.uk

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-npd-privacy-notice/national-pupil-database-npd-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>