



The Willows School  
Academy Trust  
Learning - Achieving - Succeeding

## Data Protection Policy

The Willows School Academy Trust adopts the principles of data protection as outlined in the Data Protection Act 1998 as outlined below.

In addition to these principles, The Willows School Academy Trust has adopted the Borough guidance on establishing Privacy notes for employees who work at Clarendon and pupils who attend Clarendon. These form part of our Data protection Policy.

### **The Principles of the Data Protection Act 1998**

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
  - a) At least one of the conditions in Schedule 2 is met and
  - b) In the case of sensitive personal data, at least one of the conditions in schedule 3 is also met
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purposes or those purposes.
6. Personal data shall be processed in accordance with the rights of data subject under this Act.
7. Appropriate technical and organizational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction, of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an

adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

## **PRIVACY NOTICE**

***School Workforce: those employed or otherwise engaged to work at a school or the Local Authority***

### **Privacy Notice - Data Protection Act 1998**

We The Willows School Academy Trust and Hillingdon Local Authority are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school and the Local Authority about those employed or otherwise engaged to work at the school or Local Authority. This is to assist in the smooth running of the school and/or enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating Body.

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

***We will not give information about you to anyone outside the school or Local Authority (LA) without your consent unless the law and our rules allow us to.***

We are required by law to pass on some of this data to:

- the LA
- the Department for Education (DfE)

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.hillingdon.gov.uk/article/7607/Data-protection> and

- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

If you are unable to access these websites, please contact the LA or DfE as follows:

- In writing:  
Freedom of Information  
3E/04 Civic Centre  
High Street, Uxbridge  
Middlesex  
UB8 1UW
- By Email: [foi@hilliingdon.gov.uk](mailto:foi@hilliingdon.gov.uk)

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0370 000 2288.

**PRIVACY NOTICE  
for**

**Pupils in Schools, Alternative Provision and Pupil Referral Units  
and Children in Early Years Settings**

**Privacy Notice - Data Protection Act 1998**

We, **The Willows School Academy Trust**, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

**In addition for Secondary and Middle deemed Secondary Schools**

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please inform our Administrative Officer, (name) , if you wish to opt-out of this arrangement.

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

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact our Administrative Officer, (name).

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[http://www.richmond.gov.uk/data\\_protection\\_and\\_freedom\\_of\\_information](http://www.richmond.gov.uk/data_protection_and_freedom_of_information)  
and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:


- In writing:  
Freedom of Information  
3E/04 Civic Centre  
High Street, Uxbridge  
Middlesex  
UB8 1UW
- By Email: [foi@hilliingdon.gov.uk](mailto:foi@hilliingdon.gov.uk)
- Public Communications Unit


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<sup>1</sup> Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.


Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

To be reviewed at the next Governing Body Meeting

Signed:   
Headteacher

Signed:   
Headteacher

Signed:   
Headteacher

Signed:   
Chair of Governors

Signed:   
Chair of Governors

Signed:  
Chair of Governors

Date: 24<sup>th</sup> June 2015  
June 2017

Date: 21<sup>st</sup> June 2016

Date: