



Woodside Group Student privacy notice

About you

Personal data is information about you. It includes your date of birth, and information about your background such as the country of your birth, your nationality, religion, and family and home life.

School records include your unique student number which helps us to manage our records while maintaining confidentiality and security. We keep records of your attendance, whether or not you are eligible for free school meals and who to contact in the case of an emergency.

Your teacher will keep evidence of your progress, including photos, information about your "likes and dislikes", your attitude to learning and exam and test results. We also have records of behaviour management, parental consent, photos, trip information, and your 'All about me' leaflet.

If necessary, we keep information too about your health and the treatments and therapies that are helping you. This might include a personal handling plan, IBP, IEP, an assessment of your independence skills, areas of Autism assessment (SIT), and the findings of life skills audits.

Following the introduction of the Coronavirus Act 2020, and the temporary closure of education provisions, Woodside Group introduced their online learning platform and live video calls. Consent was sought to use parent/carer contact details through Google Meets and/or Google Classrooms. The retention of recordings are held securely for the purpose of safeguarding and quality assurance.

We need all of this information to teach and support you which is a role we fulfil to meet our statutory duties. Support from us might also mean making decisions in your best interests in an emergency or difficult situation. Sometimes this means involving other professionals such as social workers to safeguard you which we do to fulfil our duty of care to you. All your personal data has to be kept by law while ever you are at school and until you reach 25 years of age.

Your personal data will also be used by us to assess how good our school is and the quality of our teaching. This is for the benefit of the school so that we can go on providing top quality services and is part of our public duty.

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Categories of personal data held:	Lawful basis for processing	Lawful basis for processing definition
Date of birth	Legitimate Interests	<p>a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.</p> <p>(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.</p> <p>(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).</p> <p>(d) Vital interests: the processing is necessary to protect someone's life.</p> <p>(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.</p> <p>(f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)</p>
Country of birth	Legitimate Interests	
Nationality	Legitimate Interests	
Religion	Legitimate Interests	
Unique pupil number	Legitimate Interests	
Attendance information	Legitimate Interests	
School meal eligibility	Legitimate Interests	
Evidence of progress	Legitimate Interests	
Therapy profiles	Legitimate Interests	
Likes and dislikes	Legitimate Interests	
Behaviour management	Legitimate Interests	
Personal handling plan	Legitimate Interests	
IBP	Legitimate Interests	
IEP	Legitimate Interests	
Parental consent	Consent	

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Photos,	Consent	
Trip information	Legitimate Interests	
'All about me' leaflet	Legitimate Interests	
Safeguarding	Legitimate Interests and Vital Interests	
Attitude to learning	Legitimate Interests	
Attendance	Legitimate Interests	
Independence skills	Legitimate Interests	
Areas of Autism assessment (SIT),	Legitimate Interests	
Life skills audit	Legitimate Interests	
Exam results	Legitimate Interests	

Who we work with

Working with third parties is part of our public duty or required by law.

While you are at school your personal data will be shared with other professionals to provide you with exciting opportunities such as work experience (careers advisers, ASDAN, NCFE, OCN West Midlands, LEBC, Learning Outside the Classroom), out-of-school activities (for example the Golf club), the Duke of Edinburgh Scheme and taxi services for school trips.

Sometimes you might need help that we can't provide so we rely on other professionals such as doctors and nurses in the NHS, social workers and other government agencies. We also work with Youth Support Agencies and specialists such as speech and language therapists. We might also be asked to share information with the police from time to time. As well as information we collect from these agencies, we will be given information about you by your parents or carers and any other schools you attend or have attended, but most

of the personal data we hold is provided by you as you work with us in school.

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To make sure that we are providing the best possible education and training, our school is checked regularly and this means we share your personal data with the local authority, the Department for Education (DfES), and Ofsted.

When we share your data outside of Europe

Some of the services we use transfer personal data to countries outside of Europe because that is where they are based or where their computer servers are but we make sure that they have been approved as providing adequate security for all of our data. Sometimes the school staff might take mobile devices abroad but we are careful to make sure that the devices are secure and that minimal data is accessed when not in Europe.

When you leave us

When you leave us we will pass on your personal data to your new school or college and we will provide a copy to you or, in some cases, to your parents with your consent.

Your data protection rights

You have the right to ask for a copy of the personal data we hold that relates to you. If you think that information about you which we hold is incorrect or misleading, you have the right to have the information corrected provided you can demonstrate that it is incorrect. You can also request the erasure of personal data relating to you in certain circumstances, where we do not require it to meet a legal obligation. You can also request or restriction of processing so that your records

are maintained beyond our usual retention period. You have the right to object to processing on the grounds that it causes you damage or distress and the right to take away a copy of your personal data in electronic format in certain circumstances.

You have the right to withdraw your consent to our using your personal data where we are relying on your consent for the processing.

If you are unhappy about the way we use your personal data or the way in which we respond to your request to exercise your data protection rights, you can contact the Data Protection Officer at Data Protection Education dpo@dataprotection.education or 1 Saltmore Farm, New Inn Road, Hertfordshire, SG7 5EZ but you also have the right to lodge a complaint with a supervisory authority, the Information Commissioner at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Data retention:

We will keep personal data as long as we are legally required to and in compliance with data protection legislation. It will always be securely destroyed.

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We are:

Woodside Lodge Outdoor Learning Centre
Stonehurst Lodge Outdoor Learning Centre
Upper Vale Outdoor Learning Centre
Brickyard Barn Outdoor Learning Centre

You can contact us and our Data Protection Officer at Data Protection Education dpo@dataprotection.education or 1 Saltmore Farm, New Inn Road, Hertfordshire, SG7 5EZ

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student 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:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

Students aged 16+

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 our local authority website.

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform

independent research, as well as studies commissioned by the Department. 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.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and 'early years' census. Some of this information is then stored in the NPD. The law that allows this is the

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Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received>

To contact the Department for Education:

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

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