



Privacy Notice WoodE's Breakfast and After School Clubs

What Is A Privacy Notice?

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how Wood End Primary School uses information about children and their families who are registered to use our Breakfast or After School clubs (known as WoodE's).

If you register to use one of our WoodE's provisions, we will collect and use your information. Where you can be identified from the information we hold, then this is known as your "personal data".

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- Your information rights
- who to contact if you need more information or have a concern

The Personal Data We Hold

We use personal information about children and their families for the purposes of managing our breakfast and after school provisions, undertaking our duties in relation to safeguarding and so that the school can perform other duties it is required to do so.

For the same reasons, we ask parents and carers to provide information about themselves and the children who are registered to attend WoodE's.

The child information we need to use includes:

- Identifier (names) and contact details
- Attendance and absence information, including reasons for absence
- Photographs and video images
- CCTV images captured on school premises

The parent/family information we need to use includes:

- Identifier (names) and contact details (home address, phone numbers and email addresses)
- Preferences for how we use your child's information outside of school
- CCTV images captured on school premises

We may also collect, use, store and share (when necessary) more sensitive information about pupils that falls into 'special categories'. This includes:

- Characteristics and identity information, like gender, ethnic background and religion,
- Special educational needs, disabilities or additional educational needs
- Medical conditions or allergies
- Safeguarding, pastoral support and wellbeing information

Why We Use Your Personal Data

We use the information we hold about you to:

- Send important information or get in touch with you when we need to
- Manage attendance at our breakfast and after school provisions
- Undertake our legal duties in relation to safeguarding and wellbeing
- Help keep children safe
- Help to co-ordinate transport arrangements for children registered at other schools
- Support children who have any additional needs or disabilities

Our Legal Basis for Using Your Data

When an organisation uses personal data, they need to explain why this is necessary. This is referred to as "the lawful basis" for processing.

At WoodE's, we use your information where:

- We need to comply with the law that all schools must follow and safeguarding legislation, designed to keep pupils safe.
 - This includes Keeping Children Safe In Education 2024
- We need to use it to carry out a task in the public interest (our duty to provide breakfast and after school clubs)

Sometimes, we may also use your personal information where:

- We have you have given us permission to use this for a particular purpose
- We have assessed that using information for a particular purpose is in your child's best interests and it is fair and reasonable to do this
- It is necessary to use your child's information for emergency purposes, where not doing so would put you at significant risk

Where we are using the personal data of parent/carers or children because we have gathered your permission (consent), you may withdraw or amend these preferences at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting Your Personal Data

Most of the information we collect about you is mandatory (you must provide this information, so we are able to support your child appropriately when they attend WoodE's), however, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if supplying information is optional. If you must provide the data, we will explain what might happen if you don't.

Most of the personal data we hold about children who are registered at WoodE's is provided by parents/carers. We may also collect child information from:

- The school your child is registered at (if this is not Wood End Primary)
- Local Authorities
- Government departments or agencies
- Police forces, courts or other official bodies
- Providers of services you have consented to support your child

How We Store Your Personal Data

We will keep personal information about children and their families while you are registered as a user of our WoodE's provision.

We have a records management policy and retention schedule which sets out how long we must keep information about pupils. This document is published on school's website, under the policy tab.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Data Sharing

We do not share your personal information outside school without your permission, unless the law and our policies requires us to do so.

We may share personal information about you with:

- The Local Authority – to meet our legal responsibilities, such as sharing concerns about pupil safety and wellbeing. We have an information sharing agreement with the Local Authority that supports how we share this information.
- The school your child is registered at (where this is not Wood End Primary) – to help coordinate registration details and transport arrangements
- The Department for Education (a government department) – to meet legal obligations we have as a school.
- With designated parent/family contacts – to share information about your child's time at WoodE's
- Our regulator (the organisation or "watchdog" that supervises us), Ofsted – they inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages.
- Our firewall, filtering and monitoring systems - to safeguard pupils from potentially harmful and inappropriate online material
- The finance systems we use for online payments – to enable parents to pay for places at WoodE's
- Our auditors – they inspect how we manage our finances and other school standards
- Police, Courts, Legal tribunals, Insurance Underwriters – who may require information to complete official or regulatory duties

Making Choices About Your Personal Data (consent)

If you have given consent for your child's personal data to be used for a particular purpose (for example, preferences relating to the use of your child's image on our website), you can amend or withdraw your consent at any time.

To change your consent preferences, you can write to us at:

woodendprimaryschool@wolverhampton.gov.uk or phone 01902 558940 (we may ask you to submit your request in writing at a later date).

Where parents have given us consent to receive email or text messages promoting school events, campaigns, charitable causes or services that you might be interested in, you can also withdraw or 'opt out' by clicking on the 'Unsubscribe' link at the bottom of the message, or by contacting us (see 'Contact us' below).

Transferring Data Internationally

Where we share data with an organisation that is based outside the UK, we will protect your data by following data protection law.

Your Information Rights

Data Protection law provides you with certain rights.

Requesting access to your personal data

Parents and Carers have the right to request access to information about that we hold their children (under the age of 13).

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

To make a request to access your personal information, please contact our Data Protection Officer by emailing woodendprimaryschool@wolverhampton.gov.uk or by writing to Wood End Primary School, Wood End Road, Wolverhampton, WV11 1YQ.

Please address letters: For the attention of the Data Protection Officer.

We may require you to provide proof of your identity, before we can help with your request.

Your Other Information Rights:

- **The right to know how your information is being used** – We uphold this by publishing Privacy Notices and letting you know how your information will be used when we collect it.
- **The right to have inaccurate information amended** - We uphold this right by asking your to review the information we hold on record and updating information if you provide evidence to show it has changed
- **The right to have information removed or deleted from your records** – We uphold this right by removing or deleting your information that we are no longer required to keep
- **The right to temporarily restrict how your information is used** - We uphold this right by not using information until we have confirmed what is accurate, unless it is necessary to do so
- **The right to object to us using your data for certain purposes** – We uphold this by asking for your consent or permission to use your information for these purposes (including direct marketing and for scientific/historical research and statistics)

- **The right for important decisions about you not to be made solely by automated systems that use your information (like computer algorithms and AI)** – We uphold this right by letting you know if these systems are used and giving you a choice for these types of decisions to be reviewed.

Who to Contact

Wood End Primary School has a Data Protection Officer (provided by Services 4 Schools Ltd). Their role is to oversee and monitor our data protection procedures, and to make sure we are compliant with data protection legislation.

The Data Protection Officer is also responsible for helping pupils and their parents uphold their information rights.

You can contact our Data Protection Officer by emailing:

DPO@woodendprimaryschool.co.uk or by writing to Wood End Primary School, Wood End Road, Wednesfield, Wolverhampton, WV11 1YQ Please address letters: For the attention of the Data Protection Officer.

Complaints or Concerns

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with our Data Protection Officer in the first instance. You can also raise a concern with 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.

Revisions and 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 December 2024

Review 2025