



WOODLANDS PRIMARY SCHOOL

3rd PARTY PRIVACY NOTICE

Third Party Systems

What does this privacy notice cover?

The school uses a number of third-party providers who process personal data on our behalf. They provide a range of services including online services we use to aid teaching. This privacy notice is to make it easier for you to identify what providers we use and why.

Who is the Data Controller for the processing of my personal data?

Woodlands Primary School is the Data Controller for any of the personal data processed – that is collected, stored or otherwise used - by the school. This means we are responsible for making decisions about what data we collect, how we use it who we share it with and how long we keep it.

Where we use a third-party provider to process personal data on our behalf, they are the school's data processor and can only use the data under strict instruction from the school.

All third-party providers have signed the school's data processing agreement to certify that they understand their responsibilities, know they cannot use the data for any other purpose and handles any data in a secure and responsible manner.

What are 3rd party suppliers and what do you use them for?

When we talk about third-party providers or systems we talk about organisations or services that we cannot deliver ourselves and look to other organisations to provide. So, this could be, for example HR support we contract of Cheshire West or Chester Council or it may be an interactive online maths game we purchase off an online company to help pupils develop their maths skills.

We currently use third-party providers for a range of services that require us to provide different levels of personal data – this can be data relating to staff or pupils – to allow them to work with us.

There is a list of the third-party providers we currently used later in this notice.

What allows you to use my personal data?

As a Data Controller, the school must have a 'lawful basis' for processing personal data and this includes our sharing the data with a third-party provider. This will depend on our reason for contracting with a supplier and the service they provide.

Details of the lawful basis for each third-party provider is provided later in this notice, but it is important to remember that the legal basis that allows us to collect and use your personal data may well be different from the basis that allows us to contract to a third-party.

How long will you store my personal data for?

The data we provide to third-party providers is held by the school in line with our retention schedules. They are provided this data to use on behalf of the school under contract and when the contract comes to an end they must return or delete the data they hold.

Should a pupil or member of staff leave the school before the end of any such contract, we will notify the supplier that this data must be deleted from the system/records at that time.

Will they share my data with anyone else?

Third-party providers contracted to the school can only share your personal data under specific instruction from the school. We will tell you under what circumstances they can share data and who they will share this data with.

What rights do I have over how you use my data?

Data Subjects have a number of rights relating to their personal data which can be enforced against the Controller. These rights can be dependent on our legal basis for processing data so not all are absolute.

- **Right to be informed:** You have the right to be told what Personal Data the school collects and stores about you and how it's used.
- **Right of Access:** You have a right to ask for a copy of any personal information that we hold about you, or your child. This is your most important right and always applies, although there may be reasons why we cannot provide all of the information you request.
- **Right of Rectification:** You can ask us to correct any information we hold that you think may be inaccurate, as well as to complete any information you think is incomplete.
- **Right to Erasure:** This is sometimes called the 'right to be forgotten' meaning that, in some cases, you can ask us to delete information we hold about you. The Right to Erasure is not absolute, this means it is not automatic, and in the majority of cases we may be unable to delete the information we hold. Where we cannot comply with your request, we will explain why.
- **Right to Restriction of Processing:** You may have the right to limit how we use your data and this could include stopping us from deleting it. You can generally do this if you are questioning the accuracy of the information we have or the way in which we are using it.
- **Right to Object to Processing:** You also have the Right to Object to how we process your information. This is similar to the Right of Restriction but means we have to stop using your information. If we are unable to comply with your request, it is our responsibility to prove why we should be able to continue to process your information. If you are objecting to your information being used for marketing purposes, we would have to stop using your information immediately.
- **Right to Data Portability:** You have a right to ask for us to transfer information you gave to us electronically and which is automatically processed, to another organisation. In reality, this right will rarely apply to information we deal with as a school.
- **Rights related to automated decision making:** Where information is used for the purposes of profiling or a decision is made solely by automated means with no human involvement, you have the right to object and ask for human intervention in any decision. The school does not have any automated decision-making function.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Our 3rd party suppliers

Name	Information shared	Reason	Legal Basis
SIMS.net (Capita)	All information held about the student is uploaded to SIMS.net. Staff have permissions-controlled access to this.	SIMS is our Management Information System and houses all the information categories detailed above. Staff need access to this in order to perform the basic duties of their role (e.g. to inform teaching and	Public Task to allow us to: <ul style="list-style-type: none">• to support pupil learning• to monitor and report on pupil progress

		learning, to be able to contact parents).	<ul style="list-style-type: none"> to provide appropriate pastoral care to assess the quality of teaching and learning to safeguard pupils to record staff details, qualifications, absences etc
Cheshire West and Chester Council (Local Authority)	<p>Student's name, address and date of birth. Parent's name and address.</p> <p>All information we hold about the student, except where a parent of a student under age 16 (or the student themselves, if aged 16+) has instructed us not to provide that information.</p> <p>All staff personal details and contractual details.</p>	<p>Under the Education and Skills Act 2008, we are required to provide this information to the local authority upon receiving a specific request from them. They use the data to support young people's participation in education and training.</p> <p>Shared with HR, OHU, DBS, Pensions, Transactional Service Centre. For the purpose of processing contractual changes, reporting absence, pay, pensions etc.</p>	<p>Legal Obligation</p> <p>Where we are required to provide information to our parent local authority in line with legislation</p> <p>Legal Obligation and Public Task</p>
FFT Aspire	Name, DOB, UPN, Gender, date of admission to school	FFT Aspire are able to calculate using the students' KS2 scores where the student should be at various points in their education. We use this information to assess ourselves.	<p>Public Task to allow us to:</p> <ul style="list-style-type: none"> to support pupil learning to monitor and report on pupil progress to provide appropriate pastoral care to assess the quality of teaching and learning
Insight	Name, Gender, SEN, FSM, PP, GT, LAC, Tutor group, Classes, Assessment Data, Attendance	We use Insight to track students' assessment data through the school. This is analysed and pupils needing academic, pastoral	<p>Public Task to allow us to:</p> <ul style="list-style-type: none"> to support pupil learning

		or other support are identified.	<ul style="list-style-type: none"> to monitor and report on pupil progress
NHS / School Nurse	The NHS draws information initially from the School Census and then double checks this against information provided by the school. This could include name, surname, gender, address, year group and tutor group.	The NHS provide vaccinations to our students in different year groups in liaison with our Welfare Assistants.	<p>Legal Obligation</p> <ul style="list-style-type: none"> To comply with our obligation to provide this information relating to the number of vaccines given.
Parentpay	<p>Parents obtain access via their email address and mobile phone number which must match those held by the school. We use parents' email addresses to send home letters and important documents.</p> <p>This is the school's Payment System. We use this to facilitate parents making online payments towards school trips , dinners, snacks etc.</p> <p>Parents are not required to use this system.</p>		<p>Consent</p> <p>Parents are not required to use this system and details will only be shared where parents have consented to use this system.</p>
Parents Evening System (School Cloud Systems)	<p>This links directly to SIMS.net and looks at information such as name, surname, year group, tutor group, and class details.</p> <p>Parental contact information is also accessed in order to provide parents a log in to the system.</p>	<p>This service allows parents to book their Parents Evening appointments online and allows teachers and admin staff to manage bookings.</p> <p>Parents are not required to use this system.</p>	<p>Consent</p> <p>Parents are not required to use this system and details will only be shared where parents have consented to use this system.</p>
Spelling Shed	Students are given a username and password to access the site.	This is an online programme designed to encourage progress in reading and is used by our student support staff to encourage students to read.	<p>Public Task to allow us to:</p> <ul style="list-style-type: none"> to support pupil learning to monitor and report on pupil progress to assess the quality of teaching and learning
TT Rockstars	Name, gender, year group and class	An online programme to allow opportunities for students to practice their	<p>Public Task to allow us to:</p> <ul style="list-style-type: none"> to support pupil learning

		times tables whilst at home	<ul style="list-style-type: none"> to monitor and report on pupil progress to assess the quality of teaching and learning
Tempest Photography	Name, ID Number, year group and tutor group.	<p>To enable the student to be photographed for school records and for parents to purchase.</p> <p>Parents are not required to agree to photos being taken.</p>	<p>Consent</p> <p>Parents are not required to agree to photos being taken and we will only do so where we have clear consent to do so.</p>

What can I do if I am unhappy with how you use my data?

If you are unhappy with how we use your personal data, want to report a possible breach or just want further information, you can complain directly to the school's Data Protection Officer by email or post.

- Email: Schooldpo@cheshirewestandchester.gov.uk
- By post: School Data Protection Officer, 4 Civic Way, Ellesmere Port, CH65 0BE

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 0303 123 1113

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SchoolDPO

If you have any questions, please contact the School DP Team on SchooldPO@cheshirewestandchester.gov.uk