Privacy Notice for school's attendance data collection

Who we are

This work is being carried out by the Data Directorate which is a part of the Department for Education (DfE). For the purpose of data protection legislation, DfE is the data controller for the personal data processed as part of school's attendance data collection.

How we will use your information

This attendance information is collected from the daily attendance registration records schools are required to collect. This is not new information being collected this is information that schools already collect but we are changing how often and how we collect it.

DfE have always collected this information once a term, but now we are collecting it daily to give us a better understanding of attendance within schools. This information collection will help schools, Local Authority, Multi Academy Trust and DfE to look at why children are absent and how they can be supported quicker and ensure children are protected from harm.

How we collect your childs'/your information

We will collect pupil level attendance data daily using the services of a company working for us under contract called Wonde. This information on your child's/your attendance will be taken from your child's/your school Management Information System. This will be collected from the secure hub holding this information and transferred securely to a secure hub in DfE.

Schools that have agreed to take part will share their daily attendance information with us in a safe secure way via a hub to hub transfer. Wonde will only take the daily attendance information that DfE have said they need to take and give it safely and securely to DfE. They will not use this information for anything else.

What information about your child/you will we use?

The information we will be using about your child/you is:

For all pupils:

Full Name	Date of Birth	Unique Pupil Number
Gender	Ethnicity	NC Year Group

For pupils who are classed as vulnerable:

Looked after Child	Previously Looked After	SEN Support
Free School Meals	Education Health and Care Plan	

Attendance codes:

All attendance codes and sub codes as published by the DfE

Why can we use your child's/your information?

To be able to use this information we have to make sure we meet requirements in data protection legislation. Under the UK General Data Protection Regulation (UKGDPR), the lawful bases we rely on for using this information is:

This means we must show we meet at least one relevant "condition" to be able to use the information. For our use of your child's/your attendance information, we are doing this as part of work as a government department and the relevant conditions are:

- Article 6(1)(e) we need to perform a public task – DfE has a responsibility to oversee the delivery of education, to make it as easy as possible for children to access education and to safeguard children.

and

- Article 9(2)(g) it is necessary for reasons of substantial public interest - including in reducing absence, how we can support children to stay in school and factors that may be affecting attendance.

Who we will share your child's/your information with

As part of how we use your child's/your information we will share this with Wonde who are working for us to get the information from your school.

When we have looked at your child's/your information we will share this in a safe and secure way back with: Child level data will be shared with

- Their/your school they/you go to
- The Local Authority or Multi Academy Trust responsible for the school

We will do this to help them offer support quicker if needed to help children stay in school.

We will only share information where the law allows us to and it is safe and secure to do so.

We may also share information with other government departments and researchers to help in the work they do, but when we do this we will make sure that it does not identify your child/you.

How long will we keep your child's/your information?

We will only keep your child's/your information as part of our school's attendance data collection for as long as necessary, in this case for 66 years. The law allows us to do this as long as we check every year to make sure we still need to keep this attendance information. When we decide we no longer need this information we will securely destroy it.

There are circumstances where we may need to keep your information indefinitely for research and statistical purposes. We have measures to safeguard this information.

See the attached questions and answers for parents/children to help you understand what information is being used and why we are doing this.

Your data protection rights

More information about how the DfE handles personal information is published here:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

For further information and how to request your data, please use the 'contact form' in the Personal Information Charter at
https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter
under the 'How to find out what personal information we hold about you' section.

If you need to contact us regarding any of the above, please do so via the DfE site at: https://www.gov.uk/contact-dfe.

Further information about your data protection rights appears on the Information Commissioner's website at:

Individual rights | ICO.

Contact Info:

If you have any questions about how your personal information will be used, please contact us at https://www.gov.uk/contact-dfe and enter School's attendance data collection as a reference. For the Data Protection Officer (DPO) please contact us via gov.uk and mark it for the attention of the 'DPO'.