

The Wings' CE Trust

'Creating a Better Future'

Privacy Notices Policy



Approved by:	Executive Headteacher
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Psalm 36:7

How precious is Your loving devotion, O God, that the children of men take refuge in the shadow of Your wings.

Contents

1. Our contact details	2
2. Pupils and parents.....	2
3. Prospective and current employees	5
4. Trustees and governors	7
5. Visitors	9
6. Requesting access to your personal data.....	10
7. Appendix 1 – our third-party processors (suppliers)	11
8. Appendix 2 – how the government uses your data	13

1. Our contact details

The Wings' CE Trust is the Data Controller for the use of personal data in this Privacy Notice.

Address: Derby Street, Atherton M46 0HJ

Telephone: 01942 883971

Email: enquiries@thewings.org.uk

Website: www.thewingstrust.org.uk

Information Commissioner's Office, registration number: ZA240236

2. Pupils and parents

The type of information we collect

We may collect the following types of personal information (please note these lists do not include every type of personal information and may be updated from time to time):

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- catering and free school meals management
- trips and activities (permission and attendance)
- identity management/authentication
- personal characteristics, such as nationality and ethnic group; religion; first language; any relevant protected characteristics.
- CCTV footage (where applicable)

We may also collect the following Special Category data:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs or trade union membership;
- data concerning your health, sex life or sexual orientation.

We do not process any special categories of personal information except where necessary for reasons of substantial public interest in complying with legal obligations including under the Equality Act 2010 or where necessary to protect the vital interests of the Data Subject or of another natural person and where safeguards are in place to ensure that this personal information is kept secure. For the avoidance of doubt, where special categories of personal information are collected it shall not be used for the purposes of automated decision making and/or profiling.

How we get personal information and why we have it

Most of the personal information we process is provided to us directly by you, for example through:

- School admissions application/registration forms
- Common Transfer Files (CTF) when a pupil transfers from another nursery or school

The personal data collected is essential for us to fulfil our official functions and meet legal requirements. Whilst most of the personal information we collect is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR and data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this, and we will tell you what to do if you do not want to share this information with us.

We use the information that you have given us to:

- to support our pupils' learning: we will process personal information to help every child achieve his or her potential in all areas of learning and to promote excellence in our teaching and learning environment.
- monitor and report on their progress: we will process personal information to record pupils' progress to help set and monitor targets and boost achievements and aspirations of all pupils.
- provide appropriate pastoral care: we will process personal information to ensure that all pupils are properly supported in their time with us, and to help employees understand and respond to the unique circumstances of all pupils.
- assess the quality of our services: we will process personal information so that we may reflect on our own practices to help us improve and provide the highest quality education that we can to all pupils.
- to ensure proper management of school trips and after-school clubs and activities: when pupils and parents participate in school trips and after-school clubs and activities personal information will need to be processed.
- To promote and protect health and safety: in order to protect pupils in their involvement at the Trust we must process personal information relating to matters such as incidents and responses to incidents, as well as food allergies and emergency contact details.
- to safeguard all children, ensuring they can learn and work in an environment where they are safe and free from harm. to meet the statutory duties placed on us by government, including the Department for Education

Personal information will be accessible by members of staff. Where necessary, volunteers, trustees and local committees will also have access to personal data.

Under the UK General Data Protection Regulations (UKGDPR), the lawful bases we rely on for processing this information are:

- **We have a legal obligation:** We must collect and process personal information to provide education in accordance with statute law (such as the Education Act 1996 and other legislation), our funding agreements with the Secretary of State, our memorandum and articles of association and other guidance provided for in law.
- **We need it to perform a public task:** We process personal information where processing is necessary for the performance of tasks carried out in the public interest. It is in the public interest to provide educational services to our pupils and to offer extracurricular activities such as reading sessions and after-school clubs to benefit the personal and academic growth of our pupils. It is in the public interest to ensure that the security of our pupils, employees, visitors, buildings and their contents are maintained at all times and that we maintain logs of individuals in the building to comply with health and safety obligations.
- **We have a contractual obligation:** We collect and process personal information for the purposes of relevant contracts for the provision of services which are paid for. This may include but is not limited to the provision of music tuition; school trips; entering students for examinations.
- **Your consent:** Personal information, including special categories, may be collected and/or processed where consent has been given (for example, pupil photographs for non-educational purposes). You can remove your consent at any time, and you can do this by contacting the school/Trust office.

How we store your personal information

Paper copies are securely stored at the Trust schools and offices, for example, in secure filing cabinets. Electronic copies are securely stored on Trust servers and information will only be processed where we are satisfied that it is reasonably secure.

We will only keep information for as long as is necessary to achieve the purposes for which it was originally collected.

As a rule, personal information will be kept for the entire period that a child is a pupil at the Trust, or an employee is employed at the Trust. Other records (for example, safeguarding or in relation to special educational needs) will be kept for longer in accordance with our Records Management and Retention Policy. Further information on retention periods can be obtained by contacting us via the details above.

Once the retention period concludes, the information is securely and safely destroyed/ deleted.

Who we will share information with

We routinely share information with schools, the Local Authority and the Department for Education (DfE).

We will not share information with third parties without consent unless we are required to do so by law or our policies. This may include the Local Authority, the Department for Education (DfE), the Police and other organisations where necessary; for example, for the purposes of organising a school trip or otherwise enabling students to access services or for the purposes of examination entry. Information may also be sent to other schools where necessary; for example, schools that pupils attend after leaving us.

We may share personal information with third-party suppliers to enable them to process data on our behalf. We ensure these third-party suppliers are compliant with Data Protection laws and specify their obligations in written contracts. See Appendix 1 for a current list of our third-party suppliers.

Local Authority

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information about how the DfE uses this information, please see Appendix 2.

3. Prospective and current employees

The type of information we collect

We may collect the following types of personal information (please note these lists do not include every type of personal information and may be updated from time to time):

- personal information (such as name, address, contact details, employee or teacher number, national insurance number, next of kin)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as right to work, references, start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- relevant medical information
- qualifications (and, where relevant, subjects taught)
- performance data
- remuneration details (including salary, national insurance and other financial details)
- bank details
- CCTV footage (where applicable)
- DBS information

We may also collect the following Special Category data:

- racial or ethnic origin;
- political opinions; religious or philosophical beliefs or trade union membership;
- data concerning your health, sex life or sexual orientation.

We do not process any special categories of personal information except where necessary for reasons of substantial public interest in complying with legal obligations including under the Equality Act 2010 or where necessary to protect the vital interests of the Data Subject or of another natural person and where safeguards are in place to ensure that this personal information is kept secure. For the avoidance of doubt, where special categories of personal information are collected it shall not be used for the purposes of automated decision making and/or profiling.

How we get personal information and why we have it

Most of the personal information we process is provided to us directly by you, for example through:

- Application form
- Contract forms
- Social Media check

The personal data collected is essential for us to fulfil our official functions and meet legal requirements. Whilst most of the personal information we collect is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR and data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this, and we will tell you what to do if you do not want to share this information with us.

We use the information that you have given us to:

- to promote and protect health and safety: in order to protect employees in their involvement at the Trust, we must process personal information relating to matters such as incidents and responses to incidents, as well as food allergies and emergency contact details.
- to enable individuals to be paid: to assist in the running of the Trust and to enable individuals to be paid, we will process personal information of those employed by the Trust.
- to assist with the continuing development of our recruitment and retention policies and practices: to enable us to better our recruitment and retention policies and practices, we will process personal information of those currently employed by the Trust.
- To develop our understanding of our workforce and how employees are deployed: to help us create a fully informed, comprehensive picture of the make-up of our workforce and how each employee is utilised as a member of our workforce, we will process personal information of those employed by the Trust.
- to safeguard all employees, ensuring they can learn and work in an environment where they are safe and free from harm.
- to keep a log of visitors in the building and issue visitor passes.
- to meet the statutory duties placed on us by government, including the Department for Education
- comply with KCSIE and Safer Recruitment Practices.

Under the UK General Data Protection Regulations (UK GDPR), the lawful bases we rely on for processing this information are:

- **We have a legal obligation:** We must collect and process personal information to provide education in accordance with statute law (such as the Education Act 1996 and other legislation), our funding agreements with the Secretary of State, our memorandum and articles of association and other guidance provided for in law.
- **We need it to perform a public task:** We process personal information where processing is necessary for the performance of tasks carried out in the public interest. It is in the public interest to ensure that the security of our pupils, employees, visitors, buildings and their contents are maintained at all times and that we maintain logs of individuals in the building to comply with health and safety obligations.
- **We have a contractual obligation:** We collect and process employees' personal information which is necessary for the performance of a contract of employment to which the Data Subject is party, or to take steps at the request of the Data Subject prior to entering a contract.
- **Your consent:** Personal information, including special categories, may be collected and/or processed where consent has been given (for example, employee photographs for non-educational purposes). You can remove your consent at any time, and you can do this by contacting the school/Trust office.

How we store your personal information

Paper copies are securely stored at the Trust schools and offices, for example, in secure filing cabinets. Electronic copies are securely stored on Trust servers and information will only be processed where we are satisfied that it is reasonably secure.

We will only keep information for as long as is necessary to achieve the purposes for which it was originally collected. As a rule, personal information will be kept for the entire period that an employee is employed at the Trust plus 6 years, or for 6 months after the date of appointment for unsuccessful candidates. Other records may be kept for longer in accordance with our Records Management and Retention Policy. Further information on retention periods can be obtained by contacting us via the details above.

Once the retention period concludes, the information is securely and safely destroyed/ deleted.

Who we will share information with

We routinely share information with the Local Authority, the Department for Education (DfE) and the Disclosure and Barring Service

We will not share information with third parties without consent unless we are required to do so by law or our policies. This may include the Local Authority, the Department for Education (DfE), the Police and other organisations where necessary.

We may share personal information with third-party suppliers to enable them to process data on our behalf. We ensure these third-party suppliers are compliant with Data Protection laws and specify their obligations in written contracts. See Appendix 1 for a current list of our third-party suppliers.

Local Authority

We are required to share information about our employees with our Local Authority under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations and amendments.

Department for Education

We are required to share information about our employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information about how the DfE uses this information, please see Appendix 2.

Disclosure and Barring Service

All employees are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks and Section 128 checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

4. Trustees and governors

The type of information we collect

We may collect the following types of personal information (please note these lists do not include every type of personal information and may be updated from time to time):

- personal identifiers, contacts and characteristics (such as name, date of birth, address, contact details and postcode)
- governance details (such as role, start and end dates and governor ID in GIAS)
- qualifications, skills, previous and current employment
- DBS information

How we get personal information and why we have it

Most of the personal information we process is provided to us directly by you, for example through:

- Trustee/Governor expression of interest / new starter / declaration forms/social media checks

The personal data collected is essential for us to fulfil our official functions and meet legal requirements. Whilst most of the personal information we collect is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR and data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this, and we will tell you what to do if you do not want to share this information with us.

We use the information that you have given us to:

- to enable the development of a comprehensive picture of governance and how it is deployed
- to enable appropriate checks to be completed.
- to enable individuals to be kept informed of governance training, book training and relevant information.
- to meet the statutory duties placed on us by government, including the Department for Education
- comply with KCSIE and Safer Recruitment Practices.

Personal information will be accessible by members of staff. Where necessary, volunteers, trustees and local committees will also have access to personal data.

Under the UK General Data Protection Regulations (UKGDPR), the lawful bases we rely on for processing this information are:

- **We have a legal obligation:** We must collect and process personal information to provide education in accordance with statute law (such as the Education Act 1996 and other legislation), our funding agreements with the Secretary of State, our memorandum and articles of association and other guidance provided for in law. Further to section 538 of the Education Act 1996, governing boards must provide information they hold about their governors and governance arrangements to the Secretary of State for Education through Get Information About Schools, (GIAS). Under The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 it is a requirement for all governors to have an enhanced DBS check. The Constitution of Governing Bodies of Maintained Schools Statutory Guidance, August 2017, stipulates that governor and associate member information is published on the school website; (name, category of governor, term of office, appointed by, any office held [such as chair, vice-chair, safeguarding lead], summary of relevant business interests, and attendance at meetings).
- **We need it to perform a public task:** We process personal information where processing is necessary for the performance of tasks carried out in the public interest. It is in the public interest to ensure that the security of our pupils, employees, visitors, buildings and their contents are maintained at all times and that we maintain logs of individuals in the building to comply with health and safety obligations.
- **Your consent:** Personal information, including special categories, may be collected and/or processed where consent has been given (for example, Trustee/Governor photographs for non-educational purposes). You can remove your consent at any time, and you can do this by contacting the school/Trust office.

How we store your personal information

Paper copies are securely stored at the Trust schools and offices, for example, in secure filing cabinets. Electronic copies are securely stored on Trust servers and information will only be processed where we are satisfied that it is reasonably secure.

We will only keep information for as long as is necessary to achieve the purposes for which it was originally collected. We hold governor, associate member and clerk data for the length of time that the individual serves or until they resign plus 12 months. The school website must include stipulated information governors and associate members who have served in the last 12 months; (name, category of governor, term of office, appointed by, any office held (such as chair, vice-chair, safeguarding lead), summary of relevant business interests, attendance at meetings).

Other records may be kept for longer in accordance with our Records Management and Retention Policy. Further information on retention periods can be obtained by contacting us via the details above.

Once the retention period concludes, the information is securely and safely destroyed/ deleted.

Who we will share information with

We routinely share information with schools, the Local Authority, the Department for Education (DfE), the Disclosure and Barring Service, NGA, Manchester Diocese, Liverpool Diocese and Cooper Barton (our external governance support).

We will not share information with third parties without consent unless we are required to do so by law or our policies. This may include the Local Authority, the Department for Education (DfE), the Police and other organisations where necessary.

We may share personal information with third-party suppliers to enable them to process data on our behalf. We ensure these third-party suppliers are compliant with Data Protection laws and specify their obligations in written contracts. See Appendix 1 for a current list of our third-party suppliers.

Local Authority

We are required to share appointment and resignation information about Trustees and Governors with the Local Authority for inclusion on the governance database.

Diocese

As a Church of England MAT, we are required to share appointment and resignation information about Trustees and Governors with the Manchester Diocese and Liverpool Diocese.

Department for Education

We are required to share information about individuals in governance roles with the Department for Education (DfE), under the requirements set out in the Academies Trust Handbook. All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information about how the DfE uses this information, please see Appendix 2.

Disclosure and Barring Service

All Trustees and Governors are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks and Section 128 checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

5. Visitors

The type of information we collect

We may collect the following types of personal information (please note these lists do not include every type of personal information and may be updated from time to time):

- personal identifier (name)
- Information relating to your visit (such as company name, arrival and departure time, car registration, make and model, where applicable)
- CCTV images captured in school (where applicable)
- DBS information

How we get personal information and why we have it

Most of the personal information we process is provided to us directly by you, for example through:

- Signing in at reception

The personal data collected is essential for us to fulfil our official functions and meet legal requirements. Whilst most of the personal information we collect is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR and data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this, and we will tell you what to do if you do not want to share this information with us.

We use the information that you have given us to:

- to safeguard all children and employees, ensuring they can learn and work in an environment where they are safe and free from harm.
- to keep a log of visitors in the building and issue visitor passes.

Personal information will be accessible by members of staff. Where necessary, volunteers, trustees and local committees will also have access to personal data.

Under the UK General Data Protection Regulations (UKGDPR), the lawful bases we rely on for processing this information are:

- **We have a legal obligation:** We must collect and process personal information to provide education in accordance with statute law (such as the Education Act 1996 and other legislation), our funding agreements with the Secretary of State, our memorandum and articles of association and other guidance provided for in law.
- **We need it to perform a public task:** We process personal information where processing is necessary for the performance of tasks carried out in the public interest. It is in the public interest to provide educational services to our pupils and to offer extracurricular activities such as reading sessions and after-school clubs to benefit the personal and academic growth of our pupils. It is in the public interest to ensure that the security of our pupils, employees, visitors, buildings and their contents are maintained at all times and that we maintain logs of individuals in the building to comply with health and safety obligations.

How we store your personal information

Paper copies are securely stored at the Trust schools and offices, for example, in secure filing cabinets. Electronic copies are securely stored on Trust servers and information will only be processed where we are satisfied that it is reasonably secure.

We will only keep information for as long as is necessary to achieve the purposes for which it was originally collected, as outlined in our Records Management and Retention Policy. Further information on retention periods can be obtained by contacting us via the details above. Once the retention period concludes, the information is securely and safely destroyed/ deleted.

Who we will share information with

We will not share information with third parties without consent unless we are required to do so by law or our policies. This may include the Local Authority, the Department for Education (DfE), the Police and other organisations where necessary.

We may share personal information with third-party suppliers to enable them to process data on our behalf. We ensure these third-party suppliers are compliant with Data Protection laws and specify their obligations in written contracts. See Appendix 1 for a current list of our third-party suppliers.

6. Requesting access to your personal data

Under UK GDPR and data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information. This right is not absolute and only applies in certain circumstances.
- Your right to restrict processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. Please contact us as set out below if you wish to make a request.

Data Protection Officer: Veritau
Email [schoolsdp@veritau.co.uk](mailto:schoolsdpo@veritau.co.uk)
Telephone: 01904 554 025

School data protection leads: St George's – Lisa Boardman; St Mark's – Kayleigh Ferguson; Leigh – Clare Oxborough

If you have any concerns about the way we are collecting or processing your personal data, you can contact us in the first instance using the contact details provided above.

Alternatively, you can contact the Information Commissioner's Office:
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Helpline number: 0303123 1113 Website: <https://www.ico.org.uk>

7. Appendix 1 – our third-party processors (suppliers)

Company	Description of service	Description of data processed
ABTec	IT support	Trust-wide data relating to staff, pupils, parents, trustees, governors, trainees, volunteers and visitors
Apple	Subscription services	Staff names and DOB
Arbor	School management information systems	Pupil data including names, addresses, medical information and parent contact details
Companies House	Public registrar for companies	Company financial accounts and name, DOB, contact details for Directors and Trustees
Cooper Barton	Governance advice and clerking service	Governor/Trustee name, address contact numbers.
CPOMS Systems Ltd	Safeguarding system	Pupils' safeguarding or welfare concerns
Department for Education	School data collections, workforce data collections, governance arrangements, School Direct	Pupil, staff and Trustee/Governor collections, governance arrangements personal data and contact details and School Direct APPLY system School Direct applicant details
Dojo	School communications	Pupil name, class, parent contact
Edgehill University	School Direct applications and programmes	School Direct applicant details including name, address, contact details and employment history
Engage	Online training	Staff Name, Email Address, Job Title, training records
Facebook	Social media marketing	Staff and pupil photos
GMPF Pensions	Pensions service	Staff name, contact details, NI number, DOB, salary details
Google	G Suite for education	Pupil name, class, email address and password, staff email address
GovernorHub	Governor communications and meetings administration	Governor/Trustee name, address, telephone number, meeting attendance, training records.
Haines Watts One Education	Audit and accountancy	Staff contact details, payroll records
Health & Safety Executive	Health & Safety enforcement	Name, address, DOB, contact number of pupils, staff and visitors involved in RIDDOR accidents
High Speed Training	Online training	Staff Name, Email Address, Job Title, training records
Inventory	Electronic sign-in system	
Iris	Accounting system	Financial and personnel data
JSM	Facilities management	Contact details for key staff
Language Angel	English curriculum support	Pupils' names and DOB
LinkedIn	Social media marketing	Staff and pupil photos

Little Wandle	Online phonics and fluency reading programme	Pupils' names and DOB
Liverpool Diocese Manchester Diocese	Foundation Members and Trustees	Foundation Trustee and Members contact details
Lloyds Bank	Banking	Receipt and payment transaction and account details
Mathletics	Maths curriculum support	Pupils' names and DOB
Maths Circle Ltd	TT Rockstars online	Staff names and email address, pupil names, year groups and classes
Microsoft	Computing applications and cloud services	Staff name and email address, all data held within the cloud
NGA	Governance advice and training	Governor Trustee Name and email address
NHS	School nursing and immunisation	Pupils' names, DOB and parent contact details. Staff Names
Orian	Catering	Name, class and meal choices
ParentPay	Cashless payment system	Pupil name, class, parent contact and payment details
Premier Sports	PE and curriculum provision	Pupil names and class
Purple Mash	Cross curriculum	Pupil names and DoB
SchoolHub	School money system	Pupil names, class, parent contact
Smart Technologies ULC	Interactive displays	Staff name and contact information
Tapestry	School communications	Pupil name and contract details
Teachers' Pensions	Pensions service	Staff name, contact details, NI number, DOB, salary details
Tempest Photograpy	School photographer	Child name, photo, class and admissions number
The Foundation Stage Forum Ltd	Online learning diary	Names, email addresses, dates of birth, post codes, contents of an online learning journal
The Key	Online information service	Staff names and emails
WebAnywhere School Jotter	Websites	Staff names and email addresses Staff and pupil photos
Wigan Council	HR and payroll	Staff contact, bank account and pay details
Wigan Council	DBS processing	Name, address, date of birth plus copies of ID documents and proof of address documents
Wigan Council	Admissions, FSM and audit	Pupil data (school applications and free school meals applications and eligibility),
Wigan Council	Occupational health	Staff names and health details
Zoom	Video conferences	Trustee and staff names

8. Appendix 2 – how the government uses your data

Pupils

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England other government departments and agencies
- organisations tackling or identifying crime

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

Organisations tackling or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.