



Department
for Education

Privacy notice for school's daily 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 joint data controller for the personal data processed as part of school's attendance data collection. DfE is joint data controller with schools, local authorities and academy trusts.

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 / year, 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, 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 child's/your information

We 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 is taken from your child's/your school Management Information System. This is transferred securely to DfE for schools who have agreed to share their daily data with DfE. At the point the data is received by DfE, we become the joint data controller.

Wonde will only take the daily attendance information that DfE have said they need to take and they will not use this information for anything else.

What information about your child/you will we use

For all pupils, we will use the following data:

- full name
- date of birth
- unique pupil number
- gender

- ethnicity
- national curriculum year group
- attendance and sub codes as published by DfE

For pupils classed as vulnerable, we will also use the following data:

- child in need*
- child protection plan*
- child looked after
- child previously looked after
- special educational needs (SEN) support
- free school meals
- education health and care plan

*these data fields will be collected from February 2023

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 basis DfE rely on for using this information is:

Public task (Article 6 (1)(e)) - the processing is necessary for the organisation to perform a task in the public interest or for the organisation's official functions, and the task or function has a clear basis in law.

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

When we have received your child's/your data (from Wonde) we will share this in a safe and secure way with the relevant school, local authority and academy trust (if applicable).

Child level data will be shared with

- their/your school they/you go to
- the local authority and academy trust responsible for the school

We will do this to help them identify any potential issues with you/your child's attendance and if needed, enable timely support 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 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 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.

DfE has published [guidance](#) to help you understand what information is being used and why we are doing this.

Your data protection rights

Under the Data Protection Act 2018, you are entitled to ask us for:

- the right to access - you can ask if we hold information about you and ask for a copy by making a 'subject access request'
- the right to rectification - you can request to correct any information you believe is inaccurate
- the right to erasure - you can request for your information to be erased, under certain circumstances
- the right to restrict processing - you can request that we restrict the processing of your personal data, under certain circumstances
- the right to object to processing - you can object to DfE's processing, under certain circumstances

More information on how to request this, and about how the DfE handles personal information, is published within our [Personal information charter](#).

Further information about your data protection rights is available on the [Information Commissioner's website](#).

How to make a subject access request

You have the right to ask for access to your personal information, known as a subject access request. To make a subject access request you can use the [DfE contact form](#).

Alternatively, you can make a subject access request in writing. Post your request to:

Data Protection Officer Department for Education
7 & 8 Wellington Place
Wellington Street
Leeds
LS1 4AW

Include as much information as you can about what information you need and the years you need the information for. If possible, tell us which part of the department holds the information. You'll also need to tell us your telephone number and address.

We may need to check your identity and your right to access the information you're requesting. This means we might ask for a copy of the identification pages of your passport or photo driving licence and proof of your current address.

We'll try to respond to your request within 1 month. However, if your request is complex we may extend the period by a further 2 months, but we'll tell you if this is the case.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to the Data Protection Officer at:

Department for Education
7 & 8 Wellington Place
Wellington Street
Leeds
LS1 4AW

You can also complain to the ICO if you are unhappy with how we have used your data by writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Changes to this privacy notice

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This privacy notice was last reviewed in April 2023.