



# Bishops' Blue Coat Church of England High School

## GENERAL DATA PROTECTION REGULATION (GDPR) PRIVACY NOTICE FOR STUDENTS AND FAMILIES

### Introduction

Everybody has a right to have their personal information kept confidential, this includes students who attend The Bishops' Blue Coat school and their families. The school is committed to protecting the privacy of students and their families. These rights are also part of a law called the General Data Protection Regulation (GDPR), which is a European Union regulation that the UK government has decided to keep into the future.

### Why does the school have to issue this Privacy Notice?

The school is classed as a *Data Processor*, because the school processes data. For example, it shares some attainment data with the Department for Education (DfE). Because the school also chooses to have some internal systems, such as a system to make sure the school treats everybody equally, then the school is also a *Data Controller*. The law requires that we must therefore keep data (personal information) confidential and secure. We must also tell families about what data we keep, why and how we intend to keep it secure.

### Why do we keep data?

The school uses data (personal information) for the following main reasons:

- To record who is on the school roll (admissions)
- To record school attendance
- To assess how well students are attaining and to predict how they might attain in the future
- To help keep students safe and healthy (protection students' welfare)
- To make sure that we give equal treatment to all students
- To support the social life of the school community

The school receives most data, works with it, stores it and shares it with others, on the legal basis of *Public Task*. This means that these activities are tasks that the school has to carry out.

The school will ask families for consent to our using other data, such as images and media and electronic and communication systems.

We maintain a small network of security cameras for campus security and student safety. These cameras record images which are stored securely on the school premises. Only authorised personnel have access to this system and images are not stored for any longer than is reasonably necessary. Footage may be used to monitor or investigate behavioural incidents.

### Keeping your information private

The school will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure. We will work hard to:

- Prevent any data being lost
- Prevent any data being stolen
- Prevent any data being deleted inappropriately
- Prevent data being seen by people who have no right to see it
- Prevent data being altered inappropriately

**The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical information and special educational needs
- Contact details (address, email and telephone numbers)
- National curriculum assessment results and qualifications, including Learning Records Service unique learner number (ULN)
- Safeguarding information from agencies
- Destination after leaving school

Data is provided by various sources including; parents/carers, previous schools, Learning Records Service, Safeguarding/Child Protection Agencies, Local Authorities and/or the Department for Education (DfE).

**We collect and use this information to:**

- Support students' learning
- Monitor and report on students' progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing

**We collect and use pupil information under Article 5 of the Data Protection Act 1998, to ensure data is:**

- Fairly and lawfully processed
- Processed for specified and limited purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Not kept for longer than is necessary
- Processed in line with the right of data subjects
- Kept secure
- Not transferred to other countries without adequate protection

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice.

**Storing pupil data**

We hold student data in line with the Cheshire West and Chester Corporate Retention Schedule for Schools. We do not retain records for longer than is necessary.

**Who we share pupil information with**

We routinely share pupil information with:

- educational establishments that students attend after leaving us
- our local authority
- the Department for Education (DfE)
- Youth support services
- Careers advisers
- NHS

**Why we share pupil information**

- We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.
- We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **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>.

### **Pupils aged 13+**

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services, as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide information to Youth Support Services and careers advisors. A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing the school at [school@bishopschester.co.uk](mailto:school@bishopschester.co.uk). This right is transferred to the child / pupil once they reach the age of 16.

### **Pupils aged 16+**

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide information to post-16 education and training providers, Youth Support Services and careers advisors . For more information about services for young people, please visit our local authority website

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/education-and-learning.aspx>

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about students 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. We are required, by law, to provide information about our students to the DfE as part of statutory data collections, such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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

For information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Business Manager, **or our Data Protection Officer**, Martin Waters | Data Protection Officer (Schools)

Information Governance | Governance Cheshire West and Chester Council

Email: [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk)

Tel: 07990786929

Postal Address: 3rd Floor, Civic Way, 4 Civic Way, Ellesmere Port, CH65 0BE

Visit: [cheshirewestandchester.gov.uk](http://cheshirewestandchester.gov.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- take action regarding damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact Mr Stygall, using the contact details above, or email [school@bishopschester.co.uk](mailto:school@bishopschester.co.uk)