

PRIVACY NOTICE (How we use student information)

Biddenham International School and Sports College processes personal data. This document outlines the purpose for which we process data, on what legal basis, and other areas relating to data processing such as the type of data we hold. It also covers the rights of individuals. Data will be processed under the UK General Data Protection Regulation.

For what purpose do we Collect Personal Data?

- to support student learning
- to keep students safe
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services, including educational research
- to comply with the law regarding data sharing
- to meet the statutory duties placed upon us for DfE data collections

On what basis do we collect and handle personal data?

We collect and use student information under Article 6 and Article 9 of the UK General Data Protection Regulation. Under Article 6(1)(e) our lawful basis for processing data is that it is a Public task and the processing is necessary for us to perform a task in the public interest. Under Article 9(2)(g) our lawful basis for processing sensitive data is that processing is necessary for reasons of substantial public interest. We also collect and use data under section 537A of the Education Act 1996 and section 83 of the Children's Act 1989.

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

- Personal information (including name, unique pupil number and address).
- Characteristics (including ethnicity Special Category Data), language, and free school meal eligibility).
- Attendance information (including sessions attended, number of absences and absence reasons).
- Assessment information - including internal assessment, national curriculum assessments and external exam results.
- Medical information (Special Category Data).
- Special Needs information.
- Behaviour and Exclusion information.
- Post-16 Learning information.
- For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about learning or qualifications.
- Contact Details
- Photographs and CCTV images captured in school.
- Biometrics for cashless catering.

Collecting student information

We collect student information via paper registration forms at the start of the year and Common Transfer Files (CTF) from the local authority/previous schools. We also receive paper files from previous schools when students join Biddenham

Whilst the majority of student 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 student information to us or if you have a choice in this. This includes the use of photographs for publicity.

Storing student data

We hold student data in paper format until the year that the student turns 25. The electronic data is stored until the year that the student turns 25.

We routinely share student information with:

- Schools, Colleges and Universities that students attend after leaving
- Independent training providers that students attend after leaving
- Our Local Authority
- The Department for Education (DfE)

Other categories of recipients of student information include:

- Health professionals
- Communication providers
- Providers who support the tracking of student learning
- Integrated Front Door (IFS) services, including the Multi Agency Support Hub (MASH) and the Early Help Hub

As well as processing personal data that we collect from you we also obtain information from other sources including:

- Previous Schools
- Health Professionals
- Local Authority
- Other educational providers

Aged 14+ qualifications

For students enrolling for post-14 qualifications, the Learning Records Service will give us a student's unique learner number (ULN) and may also give us details about the student's learning or qualifications

The Department for Education's Data and Local Authority

We share students' 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 students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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

<https://www.gov.uk/government/publications/school-admissions-code--2>

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) please visit:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

For more information about the department's data sharing process including the National Pupil Database, 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:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Our Students Aged 13+

Once our students reach the age of 13, we also pass student information to our local authority 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 services as follows:

- Youth support services
- Careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via secure email and is processed by the local authority.

Our students 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 the following services:

- Post-16 destinations information.
- Direction to alternative independent training providers.
- Youth support services.
- Specialist careers advisers.

For more information about services for young people, please visit our local authority website.

Sharing student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Controller on the email address below.

As parents or students you also have the right to:

- be informed of how we use personal data. This is done through this privacy notice.
- have personal data rectified if it is inaccurate or incomplete
- erasure, which is also known as the right to be forgotten
- data portability
- object to processing
- object to automated decision making

The Information Commissioner's Office provides detailed guidelines on the individual rights. This can be found on the link at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you have a concern about the way we are collecting or using personal data, you should raise your concern with us in the first instance or directly to 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:

Data Controller dc@biddenham.beds.sch.uk

Data Protection Officer dpo@biddenham.beds.sch.uk

Tel: 01234 342521

Biddenham International School and Sports College

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