

Biddenham International School & Sports College

PRIVACY NOTICE (How we use Parent/Carer and Contact 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?

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

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:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made
- We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:
 - Any health conditions you have that we need to be aware of
 - Photographs and CCTV images captured in school

Collecting student information

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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Your children
- Police forces, courts, tribunals

Storing parent/contact data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our [Data Protection Policy](#) sets out how long we keep information about parents and carers.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Who we share your data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulators, e.g. Ofsted,

Other categories of recipients of data include:

- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Catering System
- Digital communication service providers

- Online booking systems
- Conference platforms
- Police forces, courts, tribunal

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>

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.

Your other rights

As parents/carers 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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Date of Next Review: February 2025