

# Braywood CE First School

## GDPR Privacy Notice



### Who processes your information?

Braywood CE First School is the data controller of the personal information you provide to us. This means the school determines the purpose for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

Our school holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the Department of Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and 9 of the General Data Protection Regulations 2018
- Education Act 1996
- Regulation 5 of the Education (information About Individual Pupils) England Regulations 2013.

### Which data is collected?

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons.

- 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)
- 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 and any relevant results)
- trips and out of school activities
- catering company and free school meal management
- attendance and payments for Braywood Extra sessions

This list is not exhaustive, to access the current list of categories of information we process please see the website on <http://www.braywoodschool.co.uk>

### Why do we collect and use your information?

Braywood collects and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to process payments made on behalf of your child

Whilst the majority of data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data is being used.

In some cases, your data will be outsourced to a third party processor; however since the introduction of GDPR, this will only be done with your consent unless the law required the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Braywood upholds are imposed on the processor.

### How long is data stored for?

Personal data relating to pupils of our school and their families is stored in line with the school’s GDPR Data Protection Policy. In accordance with these procedures, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. These processes are outlined in our Data Asset Register.

### Will my data be shared?

Braywood will not share your personal information with a third party without your consent unless the law requires us to do so. Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)

We share pupils’ data with the DfE under Section 3 of The Education (Information about Individual Pupils) (England) Regulations 3013. The school shares information with:

<i>Contact details</i>	<i>Academic Data</i>	<i>School Admin</i>	<i>Educational</i>	<i>Communication</i>
Simms, Agresso	Educational Tracking	All Clubs & trips	SEN professionals	Eschools, website
Eschools	FFT/LEA Data	Financial transactions	Child Protection	Internal photos
NHS incl nurses	Ofsted	Caterlink	Photographer	PTA

The school is required to share pupils’ data with the DfE on a statutory basis. The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Braywood is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as school census; some of this information is then stored in the NPD.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained. The organisation may share information about our pupils from the NPD with third parties who promote the education of children in England by:

- conducting research and analysis
- Producing statistics
- Providing information, advice and guidance

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](#).

To find out more about the NPD go to <https://www.gov.uk/government/collections/national-pupil-database>

### **How do we collect pupil information?**

We collect pupil information via data collection sheets; common transfer forms or secure transfer of information from other schools. Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

### **How do we store data?**

We hold pupil data securely for the set amount of time shown in our Data Asset Register. For more information on our data retention schedule and how we keep your data safe, please visit our website under parents – data protection

### **How do I request access to personal data?**

Under data protection legislation, parents and pupils 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

**Helen Wakeman** who acts as a representative for the school with regards to its data controller responsibilities can be contacted on [braywood@rbwm.org.uk](mailto:braywood@rbwm.org.uk) if you have any concerns.

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 have
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your 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 the Headteacher, Susan Calvert.