

**Privacy Notice – How we collect and use pupil information**

**Written May 2018 – Review date May 2019**

**1.0 Privacy Notice (How we use pupil information)**

1.1 This notice is to give pupils and parents insight into how information about pupils is used in Bradford Christian School

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

- Personal information (such as name, unique pupil number and address) *this is a legal obligation under the Education(pupil registration)(England) Regulations 2006*
- Attendance information (such as sessions attended, number of absences and absence reasons) *this is a legal obligation under the Education(pupil registration)(England) regulations 2006*
- Assessment information *this is a legal obligation under the Education (Pupil Information)(England) Regulations 2005*
- Relevant medical information, *this is a legal obligation under Section 100 of the Children and Families Act 2014 which places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.*
- Special educational needs information, *this is a legal obligation under the Education (Pupil Information)(England) Regulations 2005*
- Exclusions / behavioural information, - *this is an Ofsted requirement*
- Safeguarding – *this is a legal obligation under Keeping children safe in education and also the Education (Independent School Standards) Regulations 2014*

**2.0 Why we collect and use this information**

2.1 We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

**3.0 The lawful basis on which we use this information**

3.1 We collect and use pupil information under The EU general data protection regulation 2016/679 (GDPR) Article 6 where processing is necessary for compliance with a legal obligation to which the controller is subject.

3.2 We collect and use sensitive pupil health information under The EU general data protection regulation 2016/679 (GDPR) Article 9 (h) where processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law

**4.0 Collecting pupil information**

4.1 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 in this.

## **5.0 Storing pupil data**

5.1 We hold pupil data for the length of time that the student is a pupil in the school and will destroy data in line with the data retention document that can be viewed within the data protection policy.

## **6.0 Who we share pupil information with**

6.1 We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- school nurse
- NHS
- Examination bodies

## **7.0 Why we share pupil information**

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

## **8.0 Youth support services Pupils aged 13+**

8.1 Once our pupils reach the age of 13, we also pass pupil 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.

8.2 This enables them to provide services as follows:

- youth support services
- careers advisers

8.3 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 us. This right is transferred to the child once he/she reaches the age 16.

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

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

9.1 Under data protection legislation, parents and pupils have the right to request access to information about them that BCS holds. To make a request for your personal information, or be given access to your child's educational record, contact Mrs Zeilah Chadwick the School Business Manager.

9.2 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;
- claim compensation for damages caused by a breach of the Data Protection regulations

9.3 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/>

## **12.0 Contact**

12.1 If you would like to discuss anything in this privacy notice, please contact:

Mrs Zeilah Chadwick school Business Manager, Bradford Christian school, Livingstone Road, Bradford, BD2 1BT.