

## Privacy Notice for Parents and Pupils

Updated: December 2025 Review date: September 2027

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### 1. What information we collect

We collect and use the following information about pupils:

- **Personal details:** Name, unique pupil number (UPN), address, contact details, date of birth
- **Characteristics:** Ethnicity, language, nationality, country of birth, free school meal eligibility
- **Attendance:** Sessions attended, absences and reasons
- **Assessment data:** National curriculum results, internal test results, reports
- **Medical information:** Allergies, medication, dietary requirements, doctor's details
- **Special Educational Needs (SEN):** Education, Health and Care (EHC) plans, learning support needs
- **Behaviour:** Exclusions, incidents, achievements and merits
- **Safeguarding:** Court orders, professional involvement, child protection records

- **Images:** Photographs and videos for identification, learning, or (with consent) marketing and social media

## 2. Why we collect and use this information

We use pupil data to:

- Support pupil learning and monitor progress
- Provide appropriate pastoral care
- Keep children safe (e.g., food allergies, emergency contacts)
- Assess the quality of our services
- Meet statutory duties for Department for Education (DfE) data collections

## 3. Our legal basis for processing

We process pupil data lawfully under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The Key Leaders

For **general data**, we rely on:

- **Contract:** To fulfil the admission contract between the school and parents
- **Legal obligation:** To comply with the law (e.g., maintaining an admission register, statutory returns to the DfE)
- **Legitimate interests:** For the school's legitimate interests (e.g., preserving school history, maintaining the school community)

For **sensitive data** (health, race, religion), we rely on:

- **Explicit consent:** For example, using biometric data or photos for marketing
- **Substantial public interest:** For statutory safeguarding purposes
- **Health or social care:** For providing medical care or counselling

## 4. How we collect information

We collect pupil data through:

- Registration forms at admission
- Common Transfer Files (CTF) or secure file transfer from previous schools
- Ongoing assessments and updates from parents

Most information is mandatory for school operations, but some is voluntary. We will inform you when you have a choice.

## 5. How long we keep information

We retain pupil data while the pupil attends our school and for a specific period afterwards, in line with legal requirements and our Data Retention Policy (based on the Information and Records Management Society toolkit). For example, pupil files are typically retained until the pupil reaches age 25.

## 6. Who we share information with

We routinely share pupil information with:

- Schools that pupils attend after leaving us
- Bradford Metropolitan District Council (our local authority)
- The Department for Education (DfE)
- NHS (School Nurses/Immunisation Teams)
- Youth Support Services (for pupils aged 13+)
- Exam boards
- Other organisations where necessary for safeguarding or educational purposes

We do not share information without consent unless the law allows us to do so.

**For pupils aged 13+:** We share information with our local authority and youth support services under section 507B of the Education Act 1996 to enable them to provide youth support and careers advice. Parents can request that only their child's name, address, and date of birth be shared by informing us. This right transfers to the pupil at age 16.

## 7. Your rights

Under data protection legislation, you have the right to:

- Request access to information we hold about you (Subject Access Request)
- Have inaccurate or incomplete information corrected
- Request deletion in certain circumstances
- Object to processing in certain circumstances
- Withdraw consent where consent is the legal basis for processing The Key Leaders

Pupils can generally exercise these rights themselves from age 12/13, depending on maturity. Parents can make requests on behalf of younger children. The Key Leaders

We must comply with subject access requests within 1 month and provide information free of charge in most cases. The Key Leaders

## 8. How to contact us or make a complaint

**To request access to your personal information or raise a concern:**

### **School Contact:**

Mrs Hannah Pickles, School Business Manager  
Bradford Christian School, Livingstone Road, Bradford, BD2 1BT

### **Data Protection Officer (DPO):**

Shaun McGrail  
Email: [mrmcgrail@bxs.org.uk](mailto:mrmcgrail@bxs.org.uk)  
Telephone: 01274 532649

If you remain concerned about how we handle your personal data, you can contact the **Information Commissioner's Office (ICO)** at <https://ico.org.uk/concerns/>

# Child-Friendly Privacy Notice

## How We Look After Your Information

Bradford Christian School

### Why are we telling you this?

We want you to understand what information we keep about you at school and why we need it. This notice explains how we look after your personal information and keep it safe.

### What information do we keep about you?

We keep information like:

- **Your name, address and birthday**
- **How you're doing in your lessons** – your test results and reports
- **Your attendance** – when you're at school and if you're absent
- **Health information** – like allergies or if you need medicine
- **Photos and videos** – of you learning and taking part in school activities
- **How you behave** – good things you do and if there are any problems
- **Information about you** – like what languages you speak






### Why do we need this information?

We use your information to:

- Help you learn and do your best
- Keep you safe and healthy at school
- Know who to contact if you're unwell or there's an emergency
- Make sure you get the right support if you need it
- Follow the rules that schools have to follow

### Who do we share your information with?

Sometimes we need to share your information with other people to help you, like:

-  **Other schools** – if you move to a new school
-  **The local council** (Bradford)
-  **Nurses and doctors** – to help keep you healthy
-  **The government** – because schools have to send them some information
-  **Exam boards** – when you take tests

We only share information when we need to, and we always keep it safe.

### How long do we keep your information?

We keep your information while you're at our school. After you leave, we keep some information until you're 25 years old. This is because schools have to follow special rules about keeping records.

## **Your rights – what you can do**

You have rights about your information:

- **You can see** what information we have about you
- **You can ask us to fix it** if something is wrong
- **You can ask questions** about how we use your information

If you're 12 or older, you can usually ask to see your information yourself. If you're younger, your parents or carers can ask for you.

## **Keeping your information safe**

We take looking after your information very seriously. We:

- Keep it secure and locked away
- Protect it on our computers
- Only let the right people see it
- Make sure it's safe online

## **Questions?**

If you have any questions about your information, you can talk to:

**Mrs Hannah Pickles** (School Business Manager)

Or

**Mr Shaun McGrail** (our Data Protection Officer)

You can also talk to your teacher or another adult you trust at school, and they can help you.

## **Remember:**

Your information helps us look after you and help you learn. We always keep it safe and only use it in the right way.