



Queensbridge School Privacy Notice (How we use pupil information)

This privacy notice tells you how we, Queensbridge School, will collect and use your personal data.

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility and looked after status)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational need information
- Behavioural information
- Safeguarding information
- Photographic images

Why we collect and use this information

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
- to administer trips and extra-curricular activities

- ensure safeguarding is delivered effectively
- maintain contact with parents and carers

The lawful basis on which we use this information

We collect and use pupil information under Article 6 of the General Data Protection Regulation for the following purposes:

- Consent – you have signed consent for us to process data for a specific purpose
- Legal obligations - to ensure children receive education and attend school on a regular basis.
- Vital interests – where the processing is necessary to protect someone's life
- Public interest – the processing is necessary for the functioning of our school
- Legitimate interests – eg to enable pupils to take part in extra-curricular school activities

Under Article 9 of the General Data Protection Regulation we also process special categories of personal data where it is in the vital interests of the data subject, for the purposes of social protection, where explicit consent is given or is part of our legitimate activities. Special categories are:

- Ethnic origin
- Religious beliefs
- Biometric data
- Health and welfare data

Collecting pupil information

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.

Storing pupil data

The school will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason and in accordance with its data and document retention policy. Typically, the legal recommendation for how long to keep pupil files is up to the pupils 25th birthday or in the case of SEN pupils 30th birthday. However, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements. For further information you can request a copy of the school's Record Retention Procedure by contacting the Data Protection Officer.

Who we share pupil information with

We routinely share pupil information with:

- Education establishments that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nurse/local health authority/commissioned mental health services
- partnership schools
- exam boards
- trip companies
- our catering provider
- companies who assist in tracking progress of pupils

Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with our own procedures. If we wish to pass sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

Why we share pupil information

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

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

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

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.

This enables them to provide services as follows:

- youth support services
- careers advisers

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 / pupil once he/she reaches the age 16.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

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

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

Requesting access to your 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 Ms Henderson (First point of contact)

DPO@Queensbridge.bham.sch.uk

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

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/>.

Or you contact them by post at: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Or telephone on 0303 123 1113 (local rate).

Contact

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

Ms Henderson (First point of contact)

DPO@Queensbridge.bham.sch.uk

Schools named DPO: YourIG Data Protection Officer Service
Dudley MBC, The Council House, Dudley, DY1 1HF