



## **NEWBOLD SCHOOL PRIVACY NOTICE**

### **For Parents and Pupils of Newbold School**

Policy reviewed by Mrs J Crissey and Mrs M Jennings - September 2023

Ratified by Board - Autumn Term 2023

Next Review: September 2026

This notice explains what personal data (information) we hold about you, how it is collected, how we use it and how/when we may share your information with others. We are required to give you this information under data protection law.

All schools collect personal data about their parents and pupils. Newbold School collects, uses and is responsible for certain personal information about you. When we collect personal data, we are regulated under the General Data Protection Regulation (GDPR), which applies across the European Union (including in the United Kingdom); we are responsible as the 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Mrs J Crissey.

#### **Personal information we collect and use**

##### **Information collected by us**

In the course of providing education, we collect the following personal information when you provide it to us:

##### **Personal information**

- name,
- address,
- date of birth,
- contact details,
- language,
- nationality,
- country of birth

##### **Special category characteristics**

Ethnicity

Special educational needs (SEN) information

Relevant medical information

Religion

We also obtain personal information from other sources as follows:

- Personal information,

- special category information,
- assessment results
- SEN information from schools that you previously attended
- Safeguarding information from other schools previously attended
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Service support and involvement information from Bracknell Forest County Council teams working to improve outcomes for
- children and young people (such as SEND, Early Help, Admissions)

We will also store and use photos of your child, with your permission, some of which may be used on our website for some years after your child leaves the school. We do not put names with photos on our website or any other public display.

### **How we use your personal information**

We use your personal information to:

- Provide appropriate pastoral care and support services
- Support pupil learning
- Monitor and report on pupil progress
- Moderate teacher assessment judgements
- Assess the quality of our services
- Comply with the law regarding data sharing
- Support or improve educational provision
- Ensure no children are missing education
- Support children at risk of permanent exclusion
- Support the primary, secondary and in-year admissions process
- Safeguard children and young people
- Improve the education and services we provide
- to promote the school (photos and/or videos)

### **How long your personal data will be kept**

We hold your personal information securely until you change school. Your paper records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which time they are securely destroyed. We may hold personal information electronically until you reach the age of 25, after which time the information is archived or securely deleted.

### **Reasons we can collect and use your personal information**

If there is processing or sharing that relies on your consent, we will make this clear to you and ensure we seek your consent.

## **Who we share your personal information with**

- Department for Education [DfE] (statutory for school funding)
- other government agencies and local authorities as required (e.g. to resolve funding queries)
- Bracknell Forest County Council teams working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services)
- Schools that you attend after leaving us
- Support managed moves between schools
- Local multi-agency forums which provide SEND advice, support and guidance
- Community Health NHS (e.g. school vaccination programmes)
- End of key stage assessments, to meet statutory requirements from the Standards & Testing Agency (STA)

We collect and use pupil information under section 537A of the Education Act 1996 and section 83 of the Children Act 1989, and to carry out tasks in the public interest – Article 6(1)(e) of GDPR. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment) - Article 9(2)(g) of the GDPR.

- Third-party providers of information services where consent has been given (we will only use providers not transferring data outside the UK)
- Contracted providers of services (such as school photographers) where consent has been given.
- We will share personal information with law enforcement or other authorities if required by applicable law.
- We are required to share information about our pupils with Bracknell Forest and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **The National Pupil Database (NPD)**

The NPD is owned and managed by the DfE 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 DfE. 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.

The DfE 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 DfE 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
- 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.

### **Your rights**

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioner's Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request, however we may be required to hold or use your information to comply with our legal duties, in which case we may not be able to grant some requests. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact Mrs J Crissey at [headteacher@newboldschool.co.uk](mailto:headteacher@newboldschool.co.uk)

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Who to contact and where to go for further information**

Please contact Mrs J Crissey ([headteacher@newboldschool.co.uk](mailto:headteacher@newboldschool.co.uk)) or our Chair of Governors, Mr Robin Anthony to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

The General Data Protection Regulation (GDPR) also gives you the right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information about how the Department for Education uses your information go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

For more information about the DfE'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>.

(Please see Early Years GDPR documents for specifics on how we handle data in F1 and F2)