

# PRIVACY NOTICE



**Bishop Challoner**  
Catholic Secondary School

## Why do we collect and use personal information?

### We collect and use personal information:

- to support student learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect student welfare and carry out safeguarding activities
- to assess the quality of our services and how well our school is doing
- Statistical forecasting and planning
- to comply with the law regarding data sharing
- administer admissions and waiting lists

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, religion, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- Safeguarding information
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information
- Photographs and biometric information
- CCTV images captured in school
- Post 16 learning information

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information, we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Article 6(1)(e) – the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Article 9(2)(g) – the processing is necessary for reasons of substantial public interest.

### Collecting personal information

Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

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## Storing personal data

We hold pupil data for / in accordance with our retention schedule **Appendix 1**

## Who do we share pupil information with?

We routinely share pupil information with:

- Schools/colleges that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- the students family and representatives
- examining bodies
- Ofsted
- Suppliers and service providers
- Police force, courts, tribunals
- Professional bodies
- School Nurse
- Diocese of Portsmouth

## Aged 14+ qualifications

For students enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

## Why we share student information

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

We share students' 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 students 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

### What is different about students aged 13+?

Once our students 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 / 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 / student 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 students 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

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purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

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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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 students 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 the Data Protection Officer by emailing [dpo@bcs.hants.sch.uk](mailto:dpo@bcs.hants.sch.uk)

You also have the right, subject to some limitations 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, 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:

Data Protection Officer in writing via email [dpo@bcs.hants.sch.uk](mailto:dpo@bcs.hants.sch.uk)

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## Appendix 1 - Retention Schedule

| Basic File Description   | Statutory Provisions   | Retention Period  |
|--|--|---|
| Records relating to the creation and implementation of the school's Admissions Policy  | School Admissions Code (2014)                                  | Retain in school for life of the policy + 3 years                                       |
| Admission forms: unsuccessful or withdrawn applications (including supplementary information e.g. proof of address, religion, medical conditions etc.) | School Admissions Code (2014)                                  | a) If no appeal, 1 year from receipt<br>b) If appealed, 1 year from resolution of case* |
| Admission forms: successful applications   | School Admissions Code (2014)                                  | Date of admission + 1 year  |
| Admission registers  | Education (Pupil Registration) (England) Regulations 2006      | Retain in school until date of last entry in the book (or file) + 3 years               |
| Attendance registers   | Education (Pupil Registration) (England) Regulations 2006      | Date of register + 3 years  |
| Pupil absence letters / leave forms / correspondence relating to authorised absence  |  | Date of absence + 2 years   |
| Absence books  |  | Current year + 6 years from last entry in book  |
| Telephone message books for recording absences (sickness) or changes to pick up arrangements, etc.   |  | Current year + 6 years from last entry in book  |
| Child protection files   | DfE 'Keeping Children Safe in Education' (2016), Annex B, p.61 | Date of birth of pupil + 25 years*  |
| Pupil's educational record (pupil file)<br>Pupils with Special Educational Needs (SEN)   |  | Date of birth of pupil + 22 years*  |
| Pupil's educational record (pupil file)<br>All other pupils  | Limitation Act (1980)  | Date of birth of pupil + 22 years*  |
| Pupil's educational record (pupil file)<br>Deceased pupils   |  | Date of death + 7 years   |
| Images of pupils - signed consent forms by parent / guardian   |  | Date of signing + 5 years; or at end of project; or when pupil leaves the school        |
| Activity / visit / trip consent forms - signed by parent or guardian where no incident occurs  |  | Date of event + 1 year  |
| Activity / visit / trip consent forms - signed by parent or guardian where a major incident occurs   | Limitation Act 1980  | Date of birth of child involved in incident + 22 years                                  |
| Internal and external examination papers (completed)   |  | Current academic year + 6 years or until any appeals / validation process is complete   |
| Examination results - summaries or other statistical information created by the school   |  | Current academic year + 6 years   |
| Any other records created in the course of contact with pupils maintained for teachers' own use (i.e. NOT part of the educational record)              |  | Current academic year + 3 years   |