

Privacy Notice (How we use pupil information)

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 and free school meal eligibility)
- Medical information (such as doctor, medical conditions and allergies)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as marks, grades and comments)
- Exam information (such as entries and results)
- Special Educational Needs information (such as learning difficulties, reviews and support strategies)
- Behaviour information (such as records of incidents, detentions and exclusions)

Why we collect and use this information

We use 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 manage exam and assessment entries
- To comply with the law regarding data sharing
- To promote the school

The lawful basis on which we use this information

We collect and use pupil information under a number of different bases of Section 1. of Article 6 of the General Data Protection Regulation:

(a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes

(e) 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

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

We hold pupil data until the ex-pupil reaches the age of 25.

Who we share pupil information with

We routinely share pupil information with:

- the school that the pupil attends after leaving us
- the Department for Education (DfE)
- public examination boards
- the Police
- educational software suppliers

We may share images of pupils on promotional material, on our website, on social media and with other media outlets if we have prior consent of the pupil's parents (if they are under 13) or the pupil (if they are over 13).

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.

We share pupils' data with public exam boards to allow pupils to be entered for external examinations

We share pupils' data with the Police as legally required to

We share pupils' data with educational software suppliers to give them personalised access to software platforms that support their learning

Requesting access to your personal data

Under data protection legislation, parents and pupils (aged 13 and over) 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 School Office

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:
dataprotection@birkdalschool.org.uk