

# Privacy Notice – Parents and Carers

## How we use student information



### **Our Commitment:**

The governors of Birchwood Community High School and Birchwood College (“the school”) are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. We have always had a robust and effective data protection program in place which complies with existing law and abides by the data protection principles.

The school is categorised as a Data Controller and is registered with the Information Commissioner’s Office (ICO) – Registration Number: ZA015563.

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

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical, accident logs, home address and next of kin information for use with emergency services, statutory assessment services, doctors’ surgeries, school nursing service and social care.
- Contact details (home address, email address and telephone numbers)
- Assessment information (such as attainment and progress records across curriculum subjects)
- Behavioural information (types of behaviour displayed, outcomes of incidents and number of exclusions)
- Safeguarding information (detail of disclosures, outcomes of meetings, various plans and sensitive information regarding court proceedings, child protection plans and correspondence with outside agencies.)
- Educational history (such as prior and previous schools)
- Post 16 Learning information (such as examination outcomes pre-16)
- Financial information (such as online payments, dinner money, trip payments and voluntary contributions)
- Admissions information (such as Looked After Child status)
- Health and safety information (such as records of minor injuries and information that is required to comply with the Health & Safety Executive (HSE) RIDDOR requirements.
- Static and moving images (such as photographs of students and CCTV recordings)
- Exclusions information (such as start date, number of days, category, reason and correspondence to parents)
- Special Educational Need information (such as provision, needs, placements, payments, medical information, care information)
- Medical information (such as medical need, GP contact data, specialist contact details)
- School history (such as school name, dates attended)
- Parent and carer information (such as name, address, contact details)
- Emergency contact information (such as name, address, contact details)
- Biometric data

## **Why we collect and use this information**

We use the student data:

- to support student learning;
- to monitor and report on student progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing;
- to comply with statutory request for data from relevant authorities.

## **The lawful basis on which we use this information**

We process the personal data detailed above in accordance with article 6 of the GDPR. Personal information will only be collected and used with your consent or where it is needed by the school or the local authority to comply with a legal obligation or to fulfil a public task. For example, the Education Act 1999 requires the collection of student data for school census purposes.

Special category data (for example ethnicity, health or biometric data) is processed in accordance with Article 9 of the GDPR. It will usually only be collected and used with your explicit consent or where there is substantial public interest in the processing which enables the school to comply with a legal obligation.

For further information on how data is used, please visit the following website

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **Collecting student information**

Whilst the majority of student 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 student information to us or if you have a choice in this.

## **Storing student data**

We hold student data for the length of time prescribed in the HCC 'Retention Schedule for Schools', which has been created to assist schools to manage their information in line with the current legislative framework.

## **Who we share student information with**

We routinely share student information with:

- Educational establishments that the student's attend after leaving us,
- The Local Authority, Warrington Borough Council,
- The Department for Education (DfE),
- Social care, public health authorities, and the NHS (such as the School Nursing Service),
- Statutory assessment services, such as examining bodies,
- Organisations which provide supplies and services to the school, such as
  - Capita SIMS, student records,
  - ClassChart, classroom management,
  - CPOMS, safeguarding and pastoral information,

- Parentpay, online payments,
- SISRA, assessment tracking,
- Microsoft, learning environment, email, etc.
- Haines Watts, financial auditors,
- Cooper Bartton Ltd, governor clerking service,
- Inventry, Staff, student and visitor sign in,
- VEEAM, cloud back up services,
- Abtec Ltd, IT support services,
- SchoolCloud – online parent’s evening
- UCAS – university admissions for college students
- Accelerated reader – reading age diagnosis system
- Sparkx – online maths
- Provision map – Special educational needs management system
- Other local authorities if they have responsibility for a child with Special Educational Needs or a Looked After Child.

### **Why we share student information**

We do not share information about our students 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 students) (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**

#### **Students aged 13+**

Once our students reach the age of 13, we also pass student 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

Only the child's name, address and date of birth is passed to their local authority or provider of youth support services unless parents' consent to additional information being shared. This right is transferred to the student once they reach the age 16.

### **Students aged 16+, or in National Curriculum Year 11**

We will also share certain information about students aged 16+ with our Local Authority 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:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our Local Authority website:

<https://www.warrington.gov.uk/>

### **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 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 students 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 students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/collections/national-pupil-database>

The department may share information about our students 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 student 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/guidance/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

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

### **Requesting access to your personal data**

Under data protection legislation, parents and carers, 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 school's Data Protection Officer (contact details are below).

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/make-a-complaint/>

### **Contact**

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

Alan O'Reilly  
Data Protection Officer  
Birchwood Community Academy Trust  
Brock Road, Birchwood  
Warrington  
Cheshire  
WA3 7PT

Email: [aoreilly@birchwoodhigh.org](mailto:aoreilly@birchwoodhigh.org)