



GDPR privacy notice for pupils and their families

Who processes your information?

The Bawburgh School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Norfolk County Council Data Protection Officer (DPO) Services acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 0800 0862018 or dpo@dataprotection.education

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that **The Bawburgh School** upholds are imposed on the processor.

Norfolk County Council is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 0800 0862018 or dpo@dataprotection.education.

Why do we collect and use your information?

The Bawburgh School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning,
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information (such as name, photographs, unique pupil number, emergency contact details, children's school email addresses)
- 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)
- Special Educational Needs information (such as Educational Health Care Plans (EHCPs) and Individual Education Plans (IEPs))
- Assessment information (such as pupil's attainment and progress information throughout their time in school)
- Medical information (such as dietary requirement, allergies, medication required)
- Behaviour and Exclusion Information (such as behaviour logs and exclusion forms)

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at **The Bawburgh School** and their families is stored in line with the school's **GDPR Data Protection Policy**.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Assessment information (Early Years Foundation Stage outcomes, Phonics Screening Check in Year 1, End of Key Stage 1 and End of Key Stage 2 outcomes.)
- Attendance and Exclusion information

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. **The Bawburgh School** is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our

pupils from the NPD with third parties who promote the education or wellbeing 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 any data shared from the NPD is maintained.

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

The Bawburgh School will share your personal information with third parties where there is a legal obligation, task performed in the public interest, where vital interests apply, where a contract is in place. If none of these apply we will ask for your consent. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority
- The DfE
- The NHS
- Third party suppliers who are delivering a service to the school

The information that we share with these parties includes the following:

- Personal information (such as name, photographs, unique pupil number, emergency contact details, children's school email addresses)
- 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)
- Special Educational Needs information (such as Educational Health Care Plans (EHCPs) and Individual Education Plans (IEPs))
- Assessment information (such as pupil's attainment and progress information throughout their time in school)
- Medical information (such as dietary requirements, allergies, medication required)
- Behaviour and Exclusion Information (such as behaviour logs and exclusion forms)

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how **The Bawburgh School** uses your personal data.
- Request access to the personal data that **The Bawburgh School** holds.
- Request that your personal data is amended if it is inaccurate or incomplete.

- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way **The Bawburgh School** and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (<http://www.bawburgh.norfolk.sch.uk>) or download our [GDPR Data Protection Policy](#).

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