



Privacy Notice Parents/Carers (How we use pupil information) Blackrod Primary School

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Blackrod Primary School, Manchester Rd, Blackrod, Bolton, BL6 5SY. Telephone: 01204 333488, Email: office@blackrod.bolton.sch.uk are the data controller for the purposes of the Data Protection Law and the General Data Protection Regulation (GDPR)
Our Data Protection Officer is Gill Smith (see contact below)

The personal data we hold

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)
- Attendance information (such as sessions attended, number of absences / late arrivals and reasons)
- Behavioural / Exclusion information (such as type of exclusion, date of exclusion, reason for exclusion).
- Assessment data – both personal (ongoing assessments) and statutory (SATs).
- Relevant medical information
- Special Needs information.(SEN)
- Photographs/videos
- CCTV footage
- Data about your use of the school's information and communications system

Special Category Conditions

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Health, including any medical conditions, and sickness records

Why - we collect and use pupil data-

We use the pupil data:

- As part of our safeguarding obligations towards pupils

- In order to contact you regarding school – related matters eg. school closures, timetabling changes
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. In particular we process personal data in order to meet safeguarding requirements set out in UK Employment and Childcare Law, including those in relation to:

- Safeguarding Vulnerable Groups Act 2000
- The Childcare (Disqualification) Regulations 2009

Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

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.

How we store this data

Personal data is stored in line with our Data Protection Policy/Information Management policy which can be found on the school website/school office.

We hold pupil data for different purposes and for different lengths of time (see Retention Schedule within the policy).

Who do we share pupil information with?

Data Sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE) **
- School to school networks
- NHS staff including school nurses, Physiotherapists, SALT, Occupational Therapists, Audiology, CAMHS, Cochlear Implant Teams
- Specialist Psychologist
- Educators and Examining Bodies
- Our regulator OFSTED
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Survey and research organisations
- Security organisations
- Professional advisers and consultants
- Police Forces, courts, tribunals

**We share pupils' 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 pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer. You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the GDPR, and will be the case where the request is complex – for example, where we need multiple staff to collect the data.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Seek compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

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

Data Protection Officer

Mrs Gill Smith

gill@mindography.co.uk

Headteacher

Mrs K Mead

office@blackrod.bolton.sch.uk

If you cannot access the websites referred to above, please contact the LA at:

Information Management Unit,
Department of People, Bolton Council
1st Floor, Town Hall, Bolton, BL1 1UA
website: www.bolton.gov.uk
email: ec.imu@bolton.gov.uk

Document Control V3

Responsible Service Blackrod Primary School / Information Management Unit

Reviewed Sept 2022

Version History

Version No.	Summary of change	Author	Date
V2	Updated in accordance with DPO	Gill Smith	Sept 2019
V3	HT updated Dates amended to new academic year	JR	Sept 2022