

Blue Coat School Privacy Notice



Background about why we need to collect and use personal information.

The General Data Protection Regulation 2018 (GDPR) is a set of rules designed to ensure people's personal data is kept stored in a safe manner and is only used for a legitimate purpose. Bluecoat Primary School is the data controller of the personal information you provide to us and determines the purposes for which any personal data relating to pupils and their families is to be processed. To enable the school to operate and remain compliant and protect our pupil's welfare and education we collect and use information for the following reasons:

- By law we have to process and record pupil data to make sure we meet the requirements of:
 - The School Admissions Code
 - The Education Act 1996
 - Keeping Children Safe in Education
 - The Education(Information About Individual Pupils) (England) Regulations 2013
- We need to process our pupil's data to support and protect them, and make sure their best interests are looked after, to achieve this we use the data as follows:
- to support learning and progress
- to monitor and report on learning and progress
- to provide pastoral care using appropriate support for pupils in our school
- to assess the quality of what we do as a school to try to be the best that we can be and provide you with the best education we can
- to meet the requirements of the law regarding data sharing

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

- Information about pupils - such as their name, date of birth, address and home contact details and unique pupil number
- Pupil personal characteristics which we need for the annual school census and to ensure you receive financial support when needed. The census is an annual survey of all pupils in the country undertaken by the Government. This survey includes data such as:
 - Ethnicity eg Asian, African, White, mixed race etc
 - Language eg whether English is the main language spoken at home
 - Nationality eg British, French
 - Country of birth eg France, Poland, Great Britain
 - Whether the pupil is eligible for financial support through 'pupil premium'.
- Attendance information, the number of absences and the reasons for the absence. We need to record this by law to make sure you are receiving your entitlement to an education, and to keep the Local Authority and the Department for Education informed

- Assessment information e.g national curriculum assessment results
- Information about pupil behaviour so that we can support pupil welfare where required.
- Special educational needs and disabilities information, and important medical information to ensure our pupils have the support they are entitled to and are kept safe and well.

Collecting pupil information

Whilst the majority of information provided to us has to be collected by law, some of it is provided to us on a voluntary basis. In order to abide by the rules of the General Data Protection Regulation 2018, we will inform you whether you are required by law to provide certain information to us, or if you have a choice in this.

Storing pupil data

Personal data is held securely either on our school network or in locked filing cabinets and is only stored for as long as necessary to complete the task for which it was originally collected, in accordance with our GDPR Data Protection Policy and Data Retention policy

Who do we share pupil information with?

We routinely share pupil information with:

- Schools that our pupils attend after leaving us
- Our local authority, which is Gloucestershire County Council (GCC)
- The Department for Education (DfE)
- The NHS/school nurse as applicable for your safety and wellbeing and to support national vaccination programmes
- Counsellors/Educational Psychologists as and when appropriate

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law requires us to, or our policies allow us to. We ask parents for consent to use specific and limited data for educational or publicity purposes when we update our pupil contact forms at the start of each academic year in September or when a new pupil joins the school.

We are required by law to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England and it provides important evidence on how schools are performing. This information is used to inform independent research, as well as studies the DfE asks others to conduct on their behalf. It is held in electronic format for statistical purposes and to analyse national trends.

We must, by law, provide information about our pupils to the DfE as part of annual surveys, or data collections, these data collections are called the 'census'. Some of this information is then stored in

the National Pupil Database. 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> .

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 (strong) processes in place to ensure the data is kept confidential (safe and 4 private) and there are very strict rules and controls in place regarding who can access and use 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>

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

Requesting access to your personal data

Under data protection law, parents and pupils have the right to request access to information about them that we hold.

To make a request for your personal information, or for a parent to be given access to their child's educational record, contact the School Business Manager.

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 (people contacting you to sell you something). Bluecoat School does not provide data to anyone for marketing purposes.
- Object to decisions being taken by automated means (automated means a computer programme making decisions about you based on your data without a human being involved). Bluecoat does not use any automated decision-making systems.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

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 by contacting the School Business Manager or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Data Protection Officer

The Data Protection Officer for Bluecoat Primary School is Gloucester County Council (GCC). Their role is to oversee and monitor the school's data protection procedures and to ensure we are compliant with the GDPR.

Contact:

If you would like to discuss anything in this privacy notice, please contact the School Business Manager.