



BRENTFORD SCHOOL FOR GIRLS

Privacy Notice - Students

Who processes your information?

Brentford School for Girls 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. The Data Protection Officer is responsible for overseeing data protection within the School. Their role is to oversee and monitor the school's data protection procedures and to ensure they are compliant.

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

- Personal information (such as name, unique pupil number and address);
- National curriculum assessment results;
- Characteristics (such as ethnicity, language, nationality, country of birth, and free school meal eligibility);
- Special educational needs (SEN); or to make referrals for additional support;
- Relevant medical information and use of the medical room for injuries/illness patterns;
- Behavioural information – eg number of temporary exclusions;
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Looked after children (LAC) episodes of 'being looked after' (such as important dates, information on placements etc) and actions of outcome of PEP meetings if they are relevant;
- Children classified at being at risk of significant harm or vulnerable (not meeting threshold) – All information will be stored and shared appropriately in line with current confidentiality guidelines;
- Share information with Youth Support Services in our area;
- Attainment with regard to public examinations achieved;
- Biometric impression for identification for cashless till relating to school meal service;
- Both internal and external CCTV images are taken for the safety of pupils, staff and visitors to school and are retained only for a short period of time to assist in the prevention of crime, damage to property and are destroyed in line with the schools retention policy;
- Data surrounding student attainment.

Why we collect and use this information?

Brentford School for Girls 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, Local Authority (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 – Departmental Censuses this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- Regulation 5 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 services
- to comply with the law regarding data sharing
- to safeguard pupils

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it provided to us is on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing pupil data

Personal data relating to pupils at Brentford School for Girls and their families is stored in line with the school's Data Protection Policy.

The school does not store personal data indefinitely; data is only retained for as long as is necessary to complete the task for which it was originally collected.

Who we share pupil information with

We will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupil's information with;

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- The NHS
- Careers Advisory Service

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. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information about individual pupils) (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

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with 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:

- 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.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils 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 pupils 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 Pupils) (England) Regulations 2013.

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

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 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 pupil 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/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, 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 be given access to your 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;
- 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: School Business Manager - Mrs Mary Partington or the schools Data Protection Officer – Mr C Stillwell : Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE: email dataservices@judicium.com : telephone number 0203 326 9174