



BRENTFORD SCHOOL FOR GIRLS

Privacy Notice – Students and Parents

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 students 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.

Categories of Information We Collect, Hold and Share

- Personal information such as name, unique pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- 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 including exclusions;
- Attendance information such as sessions attended, number of absences and reasons for absence;
- Performance and assessment information including public examinations achieved;
- 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;
- Images of students engaging in school activities, and images captured by the school's CCTV system;
- Biometric impression for identification for cashless school meal service;
- Financial information such as payments for trips and visits, bank account details for bursary payments;
- Post 16 learning information; and
- Recordings of students and/or parents from the school's video conferencing platform, such as zoom, Google Classroom.

Why we Collect and Use this Information?

Brentford School for Girls holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department for Education (DfE).

Whilst the majority of student 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.

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

- To confirm and identify prospective students and their parents/carers;

- to support teaching and learning;
- to monitor and report on student progress and provide education services and extra-curricular activities;
- to assess the quality of our services;
- to safeguard student welfare and to provide appropriate pastoral and medical care;
- to comply with legal obligations of data sharing and duty of care;
- security purposes including CCTV;
- Monitoring the use of the school's IT and communications systems in accordance with the school's IT policies;
- Making use of photographic images of students in school publications, on the school website and social media channels;
- Giving and receiving references about past, current and prospective students, and to provide references to potential employers of past students; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

The Lawful Basis on which we Use the Information

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:

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital Interests: the processing is necessary to protect someone's life;
- Public task: the processing is necessary to perform a task in the public interest or official functions, and the task or function has a clear basis in law; and
- The 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>

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Who we Share Student 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 student's information with:

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Other schools that students have attended/will attend;
- The NHS;
- Welfare services, such as social services;
- Law enforcement officials such as police; HMRC;
- Local Authority Designated Officer (LADO);
- Professional advisors such as lawyers and consultants;
- Support services, including insurance, IT support, information security;
- Providers of learning software, such as Edukey, School's Buddy, Oliver;

- Youth support services (under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds); and
- The Local Authority.

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 the (DfE) under regulation 5 of The Education (Information about individual pupils) (England) Regulations 2013.

Storing Student Data

Personal data relating to students 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.

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.

We must provide the students name, the parents name(s) and any further information relevant to the support services role.

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 student once he/she reaches the age 16.

Students Aged 16+

We will also share certain information about students 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 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 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 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/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/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 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 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/>

Right to Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Mrs Melanie Baldy, School Business Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything in this privacy notice, or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Mrs Melanie Baldy, School Business Manager in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the School Business Manager, then you can contact the Data Protection Officer on the details below:

Mr C Stillwell: Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE
Email dataservices@judicium.com
Telephone number 0203 326 9174