

The Federation of Boldmere Schools

Privacy Notice for Pupils, Parents/Carers. (How we use pupil information)

We, the Federation of Boldmere Schools are a data controller for the purposes of the UK General Data Protection Regulation (UK GDPR). We collect personal information from parents/carers on behalf of pupils and may hold information about pupils from their previous schools. The following privacy notice tries to explain how we collect, store and use personal data about the pupils and their parents/carers.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and provision required)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as EYFS outcomes, key stage 1 results, phonics results, key stage 2 results and any other relevant results in relation to our pupils)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information required for the safe management of school trips, activities and residentials
- identification of those pupils who are entitled to free schools meals (FSM pupils)
- information from any outside agencies that have worked with our pupils

This list is not exhaustive and can be subject to review, as updates are made as necessary. To access the current Privacy Notice, please see our website: www.boldmere.bham.sch.uk

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

The lawful bases for collecting and using pupil information are:

- The General Data Protection Regulation 2018 (now known as UK GDPR), formally the Data Protection Act 1998
- Articles 6 and 9, where data processed is special category data, from the GDPR 2018
- Section 537A of the Education Act 1996

- The Education (Information About Individual Pupils – England) regulations 2013
- Current Keeping Children safe in Education – Statutory Guidance for Schools and Colleges

In addition, concerning any special category data:

- conditions of [UK GDPR - Article 9](#)

Collecting pupil information

We collect pupil information via:

- registration forms completed by parents/carers upon entry, including in-year entry to our schools
- Common/Admission Transfer Files (CTF/ATF)
- Secure data transfer from previous school/professional bodies
- Special Educational Needs & Disabilities Assessment and Review Services (SENDAR)

Again, the above information is not an exhaustive list, but pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the time that your child remains at the Federation of Boldmere schools. Under very special circumstances, we may also hold pupil data/information after your child leaves the school, where we are required to do so by law.

The Federation of Boldmere schools follow Information, Records Management for Schools (IRMS) guidelines for the storing and retention of data.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- Boldmere Nursery & Infant School to Boldmere Junior school and vice versa
- our local authority
- Healthcare professionals/visiting specialists
- the Department for Education (DfE)
- external data management systems
- SENDAR

The list is not exhaustive and is subject to review as updates may be made throughout the year.

We endeavour to ensure that all external organisations are also UK GDPR compliant.

Why we regularly 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 pupil data with the Department for Education (DfE) on a statutory basis. This data sharing underpins schools funding and education attainment and monitoring.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- Section 3 of the Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

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 DPO – Mr C. Glasgow, via the following email enquiry@boldmere.bham.sch.uk and please mark for the attention of the DPO.

You also have the right to:

- to ask us for access to information about you that we hold
- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the

Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the DPO for the Federation of Boldmere Schools

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated January 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact: Mr C. Glasgow.

How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).

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.

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

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfе-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>