

Beckfoot Trust Student Privacy Notice

We collect and use personal data relating to students and their families under the principles of the General Data Protection Regulations (GDPR).

Beckfoot Trust 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 is to be processed. Each school has a GDPR lead who acts as a representative for the school with regard to its data controller responsibilities. Details are available on the Beckfoot Trust website www.beckfoottrust.org

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law or our policies requires the Trust to share your data. Where the Trust outsources data to a third-party processor, Beckfoot Trust has sought assurances from the processor to ensure they process data in line with the GDPR and the privacy rights of individuals.

Adam Varley is the Data Protection Officer. This role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01274 771444 or compliance@beckfoot.org.

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health and accident information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Use of internet and ICT resources in school
- Photographs
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

Collecting Student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Why we collect and use this information

We collect and use personal data as set out under the GDPR and UK law. We use this data

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to protect student welfare
- to safeguard students
- to enable students to take part in national or other assessments and to publish the results of public examinations or other achievements of students
- to assess the quality of our services
- to share news about our work and promote our services
- enable us to carry out specific functions for which we are responsible
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information as set out in the Education Act 1996 and Regulation 5 of the Education Regulations 2013. To conform with GDPR, any information the Trust processes fulfils one of the following requirements from Article 6 of the GDPR:

- Legal Obligation
- Public Interest
- Vital interest of the data subject, or another person
- Contractual Obligation

Where we process special categories of personal data we do so under obligations covered in Article 9 of GDPR:

- A substantial public interest

Where the above do not apply the school will seek consent for specific purposes in line with Article 6.1.a of the GDPR. This will be done in writing and will clearly define the uses of personal information and ask for consent for each and every use.

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

Storing student data

Where information forms part of a student's statutory education record, The Education Regulations 2005 SI 2005 No. 1437, the academy will retain the information for 25 years from the child's date of birth. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

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 Students) (England) Regulations 2013.

We are required to pass information about our students to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Students) (England) Regulations 2013.

Who we share student information with

We routinely share student information with:

- Schools that the student's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Trust staff
- The student's family and representatives
- Parents or carers of Trust school students
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Media publications
- Police forces, courts, tribunals

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.

This enables them to provide services through Youth Support Services and 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 child / 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 via post-16 education and training providers, Youth Support Services and careers advisers.

For more information about services for young people, please visit www.bradford.gov.uk.

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 Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-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-student-database-requests-received>

To contact the DfE visit: <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 relevant Trust school GDPR lead.

Details are available on the Beckfoot Trust website www.beckfoottrust.org

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

Complaints and Concerns

If you would like to discuss anything on this Privacy Notice or are unhappy with the way your request for information has been dealt with or you think your data has been misused or not held securely, please contact

Trust Compliance Officer
Tel: 01274 771444
Email: compliance@beckfoot.org

If you are unhappy with the outcome of your query or complaint, you can escalate your complaint please contact the

Information Commissioner's Office (ICO).
ICO helpline, Telephone: 0303 123 1113
<https://ico.org.uk/concerns/>

Data Requests

Data requests for students may be received after a student has left the school e.g. exam and reference requests, these will be dealt with as set out in this Privacy Notice and our Data Protection Policy.

Schools may receive requests from Police for information about a student. The school will share the following;

- the student's registration at the school
- the student's full name and/or date of birth
- the student's address and/or telephone number
- the student's next of kin as informed to the school
- the student's attendance at the school on identified dates

All other Police requests will be dealt with as set out in our GDPR Data Protection and FOI Policy.

Consent for photographs and filming of students will be requested on the Admission Form at point of entry and on the annual Student Information Form.

The Trust may use a student's work for assessment and moderation purposes, displays, shows, productions and for any other purpose unless permission is withdrawn by the student.

Once published/shared some information may not be able to be retrieved so we will not be able to comply with the individual's data rights as the information is outside our control. Where information is within our control we will make reasonable attempts to carry out their wishes.

Consent

<p>Photographs are taken of students for use on necessary school systems and for cashless catering and identification purposes e.g. swipecards. Occasionally photographs may also be taken of students during school activities.</p> <p>Please confirm that you give permission for the student's name, photographs or video to be taken and used as follows:</p>	Yes	No
<ul style="list-style-type: none"> • in printed publicity material for school 		
<ul style="list-style-type: none"> • on the school website 		
<ul style="list-style-type: none"> • on school managed social media accounts (e.g. Twitter, Facebook, YouTube) 		
<ul style="list-style-type: none"> • by approved organisations for promotional/external publication (e.g. local press, Bradford For Teaching) 		
<ul style="list-style-type: none"> • Occasionally activities involving students may be filmed for educational and fundraising purposes e.g. sale of school production cds, lesson feedback etc. Please confirm that you give permission. 		
<p>The school uses CCTV Technology which is strictly controlled in line with our CCTV Protocol.</p>		
<p>Some schools in the Beckfoot Trust use Biometric data as part of their cashless catering system. Explicit consent will be sought for this, as set out in the Protection of Freedoms Act.</p>		

Student Name:

Parent Name:

Date:

Parent Signature:
