

## **PRIVACY NOTICE (Pupils)**

### **Data Protection Act 1998 and General Data Protection Regulation (GDPR)**

Bournemouth School for Girls is the Data Controller for the purposes of the Data Protection Act. The school is registered as a data controller with the Information Commissioner's Office and renews this registration annually. We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, Local Authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning;
- monitor and report on their progress;
- provide appropriate pastoral care;
- assess how well the school is doing.

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs and relevant medical information. For pupils enrolling for post-14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.

Once our pupils reach the age of 13, the law requires us to pass on certain information to the Local Authority or the provider of Youth Support Services, who have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that only their child's name, address and date of birth be passed to the Local Authority or the provider of Youth Support Services by informing the Headteacher's Secretary. This right is transferred to the pupil once she reaches the age of 16. For more information about services for young people, please go to [www.bpcouncil.gov.uk](http://www.bpcouncil.gov.uk)

We also receive information from the police to alert the Designated Safeguard Lead (DSL) when there has been an incident of domestic abuse in a household where a pupil lives. We are not informed of the detail of the incident, only that one has occurred. This information allows us to monitor and support the pupil. If we have additional concerns we will discuss the need for further safeguarding actions with Children's Social Care. This information would only be shared with other staff on restricted need to know basis, i.e. those who are immediately responsible for the pupil's welfare, such as the Head of House.

Where a Multi-Agency Risk Assessment Conference (MARAC) occurs, we may be asked for information and appropriate school related information may be shared with the school after the meeting.

Sometimes, we may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

**We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your daughter that we hold, please contact the Headteacher's Secretary.**

#### **The lawful basis on which we use this information:**

We collect and use pupil information under The Data Protection Act and the General Data Protection Regulation (GDPR):

**GDPR Article 6 1e:** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

More sensitive personal data (special category data) such as ethnic origin or data concerning health, is processed only when necessary under the lawful basis of Article 6, but additionally:

**GDPR Article 9 2a:** the data subject (or their parent if under the age of 16) has given **explicit consent** to the processing of those personal data for one or more specified purposes (for example special consideration applications to the exam boards)

**GDPR Article 9 2g:** processing is **necessary for reasons of substantial public interest**, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

## **Records Management**

Under the Data Protection Act, data may only be held for as long as is relevant and fit for purpose. Bournemouth School for Girls (the Data Controller) follows guidelines for the retention of Pupil Data from IRMS toolkit <http://www.irms.org.uk/>. Currently any personal data relating to pupils, whether electronically stored or on paper, is only to be kept until the pupil reaches the age of 25. Electronic data is then deleted and paper copies securely disposed of.

A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research.

We are required by law to pass some information about our pupils to the DfE. This information will, in turn, then be made available for use by the LA.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 2018 and the General Data Protection Regulations.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how the sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

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

If you need more information about how the Local Authority and/or DfE collect and use your information, please visit the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> or

Information Officers

**Bournemouth Christchurch Poole Council**

Town Hall Extension – E3

Bourne Avenue

Bournemouth BH2 6DY

Website: [www.bcpccouncil.gov.uk](http://www.bcpccouncil.gov.uk)

Email: [cs.complaints@bcpcouncil.gov.uk](mailto:cs.complaints@bcpcouncil.gov.uk)

Tel: 01202 456201/108

Please note that this Privacy Notice (pupils) is currently under review as we are receiving guidelines and updates from the ICO (Information Commissioner's Office) with regard to both the UK Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR).