



THE **BOURNE** ACADEMY

GDPR Privacy Notice

(How we use student information)

This document explains what information will be held about your child, how it will be held and processed by The Bourne Academy. You can also find out about the General Data Protection Regulations (GDPR) and Data Protection Act 2018 and your rights on the Information Commissioners Website www.ico.org.uk

Who processes your information?

The Bourne Academy is the Data Controller of the personal information you provide to us. This means that the Academy determines the purposes for which, and the way in which, any personal data relating to students and their families is to be processed.

What is personal data?

This is information that could identify you, for example your name or date of birth.

What personal data is collected?

The categories of student information that the Academy collects, holds and shares include:

- Personal information – e.g. name, address, unique pupil number
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and reasons for absence
- Assessment information – e.g. curriculum assessment results
- Behavioural information – e.g. exclusion/isolation information
- Necessary medical information
- Biometric data (for access to cashless catering)
- Information relating to Special Educational Needs and Disabilities
- Post 16 learning information
- CCTV footage obtained when you attend the Academy site.

Why do we collect and use your information?

The Bourne Academy has a legal obligation to collect and use personal data relating to students and their families and we will receive information regarding students from their previous school, Local Authority of the Department of Education. We have a legal obligation to collect and use student information. This is in order to meet legal requirements set out in the GDPR and UK law, including those relating to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils)(England) Regulations 2013.

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

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care (including safeguarding)
- To have relevant medical information on each student
- To have emergency contacts for each student
- To assess the quality of our services
- To comply with the law regarding data sharing
- To aid in the prevention and detection of crime on the Academy site.

Whilst the majority of student information you provide to us is mandatory, some of it is provided on a voluntary basis. When collecting voluntary data, the Academy will inform you whether consent is needed from you. Where consent is required the Academy will provide you with specific information with regards to the reasons the data is being collected and how the data will be used.

Storing and retaining your data

Personal data relating to students at The Bourne Academy, and their families, is stored in line with the Academy's retention policy. The majority of student records will be held securely and retained until students reach 25, after which they will be safely destroyed. If a student changes school, their Education record will be transferred to their new school, as legally required.

In accordance with the GDPR, the Academy does not store personal data indefinitely; data is only stored for as long as is legally required to complete the task for which it was originally collected.

Sharing personal data

The Academy will routinely share student information with:

- Schools that students attend after leaving the Academy.
- Our Local Authority (Bournemouth Borough Council).
- The Department of Education (DfE).
- Exam boards (to allow students to sit examinations set by external exam bodies).
- Our caterers
- The School Nurse (for inoculations)

We may also share student data with the following:

- Teaching and learning websites for students to use at home
- Text messaging service for parents
- School photo service
- External agencies if there is an issue with a student/carer that puts the safety of one of our community at risk

Why we share personal data

The Academy will not share student information with third parties without your consent, unless the law and our policies allow us to do so.

We share students' data with the DfE on a statutory basis, under regulation 5 of The education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins academy funding and educational attainment policy and monitoring.

We share student data with the Local Authority on a statutory basis. There are several acts and regulations that require the share of data between schools and the Local Authority, including;

- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- Education (Pupil Registration) (England) Regulations 2006
- Education (Information About Individual Pupils) (England) Regulations 2013
- Education (Pupil Registration) (Amendment) (England) Regulations 2016
- Education Act 2002, as amended by the Education Act 2011;
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012;
- Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by the Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014.

The Local Authority also provide information to the Health Service and the LA Youth Service on behalf of the Academy. Where-ever possible data is anonymised before sharing.

To find out more about the data collection requirements place on us by the DfE 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 Youth Support Service Team (14-19 Team), 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 provides youth support services and careers advisers.

A parent/guardian can request that only their child's name, address and date of birth is passed to the Local Authority or provider of youth support services by informing us. This right is transferred to the student once they reach the age of 16.

For more information about services for young people, please visit our Local Authority website.

National Pupil Database

The National Pupil Database (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 the 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
- 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 the DfE: <https://www.gov.uk/contact-dfe>

What are your rights?

Parents and students have the right to request access to information that we hold about them. You also have the right to:

- Be informed about how The Bourne Academy uses your personal data.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed if the data is likely to cause or is causing damage or distress.
- Prevent data processing for the purpose of direct marketing.
- Claim compensation for damages caused by a breach of the Data Protection Regulations.
- Withdraw consent of processing of data, if the processing is based on your consent.

Requesting access to information the Academy holds

If you wish to see the data that the Academy holds about you, please contact the Academy's Data Protection Officer.

Requests regarding personal data will be handled using the Academy's data protection procedures.

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, by contacting the Academy's Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Data Protection Officer Contact Details

The Academy's Data Protection Officer is Andrew Acock, who can be contacted via email; dataprotection@thebourneacademy.com