



GDPR Privacy Notice

(How we use student information)

Last reviewed: Spring 2026

Next review due: Spring 2027

Introduction

Under UK data protection law, individuals have a right to be informed about how our Academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students at our Academy.

The Bourne Academy is the 'data controller' for the purposes of UK data protection law.

The personal data we hold

We hold some personal information (data) about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – such as other schools, the local council and the government.

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your name
- Contact details
- Date of birth
- Your test results, details about your learning and what you have achieved at school
- Your attendance records
- Details of any behaviour issues or suspensions
- Information about how you use Academy computers and other IT/communication systems.

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, such as your ethnic background or any special education needs (SEN)
- Information about any medical conditions you have
- Photographs and CCTV images

- Biometric information

We may also hold data about you that we have received from organisations, including other schools and the Council.

Why we use this data

We collect and use the data listed above to:

- Get in touch with you and your parents or carers when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing and keep you safe
- Make sure our computers and other school systems and equipment are used appropriately, legally and safely
- Answer your questions and complaints
- Publish statistics, for example, about the number of pupils or learners in schools
- Meet legal requirements placed upon us

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting Academy events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Contact us' below).

Use of your personal data in automated decision-making and profiling

We do not currently process any students' personal data through automated decision-making or profiling. This means that we don't make decisions about you using only computers, without any human involvement. If this changes in the future, we will amend this notice in order to explain the processing to you, including your right to object to it.

Use of your personal data for filtering and monitoring purposes

While you're in school, we may monitor what material you access on our computers and other IT and communication systems. We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy)
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
- Protect your welfare

Our lawful basis for using this data

We will only collect and use your information when the law allows us to. We need to establish a lawful basis to do this.

Our lawful bases for processing your personal information above are:

- We will share your personal data on a 'public task' basis with government agencies, such as BCP Council, the Department of Education, Exam Boards, other schools you may move to and the school nursing team, as we need to process this data to fulfil our statutory function as a Academy as set out here:
 - Article 6 and Article 9 of the GDPR Act
 - The Education Act 2002
 - Regulation 5 of The Education (Information About Individual Pupils, England) Regulations 2013.
- We will share your personal information on the 'legal obligation' basis with our caterers to ensure compliance with Health and Safety Law and Regulations
- Personal data, including medical information, will be shared on the 'vital interests' basis in emergency medical situations
- We will share some personal information, such as name, email address and date of birth on the 'legitimate interests' basis where we are required to pass this information to a 3rd party to set up your account for teaching and learning purposes. These include, but are not limited to; Satchel One, Schools Cash Office (online payment system), Arbor (Management Information System), CRB Cunninghams (cashless catering system) and systems you use in class (e.g. Sparx Learning).
- We will share biometric information with CRB Cunninghams (cashless catering system) to allow you to access your cashless catering account where we have your parent's or guardian's consent.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

Collecting this data

We will only collect and use your data when the law allows us to (as detailed above). While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we want to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not do so are), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals
- Other schools
- Department for Education

How we store this data

We keep personal information about you while you're attending our school. We may also keep it after you stop attending our school, if this is necessary to comply with our legal obligations or to meet our regulatory requirements. Our record retention schedule sets out how long we keep information about students. A copy of our record retention schedule can

be provided by requesting a copy from the Academy's Data Protection Officer (see Contact details below).

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Bournemouth, Christchurch and Poole Council (the Academy's Local Authority) - to meet our legal obligations to share certain information with it, such as safeguarding concerns and suspensions
- Government departments or agencies (such as the Department for Education)
- Youth support services providers
- Suppliers and service provider, such as:
 - Catering providers – for allergen purposes
 - Scopay – to allow online payment access
 - Arbor – our MIS provider
 - Software and training providers – to enable accounts to be set up to ensure you can access all required services and information necessary for your learning
- Health and social welfare organisations– where we have your consent to pass on your information
- Professional advisors and counsellors
- Police forces, courts or tribunals

Sharing data with the Department for Education (DfE)

We have to share information about you with the Department for Education (a government department) either directly or via our local authority, via various statutory data collections.

The data shared will be in line with the following legislation:

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

The data is transferred securely and held by the Department for Education under a combination of software and hardware controls that meet the current government security policy framework.

The data we share about you with the Department for Education is used for a number of different purposes, including to:

- Help decide the amount of money that our school receives
- Monitor how well the education system is working and how well our school is doing in terms of educating our pupils
- Support research

The information shared with the Department for Education about you could include:

- Your name and address
- Your unique pupil number
- Pupil matching reference numbers
- Details of your gender or ethnicity
- Details of any special educational needs (SEN)
- Details of schools attended
- Absence and exclusion information
- Information relating to exam results
- Information relating to any contact with children's services
- What you have done since finishing school

Once students in our academy reach the age of 13, we are legally required to pass on certain information to the local authority or youth services provider, which has responsibilities regarding the education or training of 13 to 19 year olds under section 507B of the Education Act 1996. Parents/carers, or pupils if aged 16 or over, can request that only their name, address and date of birth be passed to these agencies by informing the data protection officer (DPO).

National Pupil Database (NPD)

We have to provide information about you to the Department for Education as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares personal data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Transferring data internationally

If the Academy is ever required to share your data internationally, for example if you are moving overseas, then we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

Your rights

How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there is a good reason why we should not):

- Give you a description of it
- Tell you why we are holding it, how we are processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used
- Object to the processing of personal data that is likely to cause, or is causing, damage or distress
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason

- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office (ICO) if you feel we have not used your information in the right way
- Claim compensation if the data protection rules are broken and this harms you in some way

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

To exercise any of these rights, please contact us (see 'Contact us' below).

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting the Academy's Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our data protection lead, Catherine Turner using dataprotection@thebourneacademy.com