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**BYJHS****Parents/Carers Privacy Notice****Version 04 September 2024**

Under data protection law, individuals have a right to be informed about how the school 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 **Pupils**.

This privacy notice also explains how we collect, store and use personal data about **Parents/Carers**

BYJHS, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mr M Katz of Limefield DPO. Mr Katz can be contacted by email – [martin@limefieldstates.com](mailto:martin@limefieldstates.com) and/or 07854257483

**Pupils: The personal data we hold**

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil 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
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Biometric data
- COVID results and or test information
- CCTV images captured in school
- Recordings of classes held on Zoom or other remote teaching platforms

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

### **Parents/Carers: The personal data we hold**

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

- Contact details, contact preferences, identification documents
- Banking details
- Details of any support received, including care packages, plans and support providers
- CCTV images captured in the school
- Biometric Data and images captured when entering or visiting the school

### **Why we use this data**

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare and health
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

### **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

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

## **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **Remote teaching platforms**

On occasion throughout the year – lessons and or teaching sessions may be held via remote teaching platforms such as Zoom or Multi Phone-In. When this is the case – the privacy and protection of our students is of paramount importance. These lessons are often recorded so that copies of their content may be sent to absent pupils at a later date.

Scheduling these lessons will require secure login passwords and credentials. These are not shared with anyone other than the student or the student's Parent/Carer.

Once these lessons are no longer needed, they are electronically destroyed.

## **How we store this data**

We keep personal information about pupils (and Parents/Carers) while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our retention schedule sets out how long we keep information about pupils.

Pupil and Parent/Carer data is held initially in paper form, then electronic copies are made and stored on secure servers. Paper copies are then destroyed.

For more information on what BYJHS's retention schedule is, please ring the school and ask for the Head Teacher.

## **Data sharing**

We do not share information about pupils 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 data protection law) we may share personal information about pupils with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education – to comply with our obligations on pupil data etc*
- *The pupil's family and representatives – in cases where measures need to be taken for the safety and wellbeing of a pupil*
- *Educators and examining bodies – to provide accurate information on exam applicants*
- *Our regulator e.g. Ofsted – to meet our obligations with their requests for data on pupils*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations – to enable ongoing and correct financial assistance based on pupil data*
- *Our auditors - to enable them to provide the service we have contracted them for*
- *Health authorities - to enable them to provide the service we have contracted them for*
- *Security organisations - to enable them to provide the service we have contracted them for*
- *Health and social welfare organisations - to meet our legal obligations to share certain information with it, such as safeguarding concerns*

- *Professional advisers and consultants - to enable them to provide the service we have contracted them for*
- *Charities and voluntary organisations - to enable them to provide the service we have contracted them for*
- *Police forces, courts, tribunals – to comply with the law when and where appropriate*
- *Professional bodies - to enable them to provide the service we have contracted them for*
- *Central and local government - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*

## **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

## **Youth support services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Salford City Council, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Salford City Council.

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Parents and pupils' rights regarding personal data**

Individuals have a right to make a '**subject access request**' (SAR) to gain access to personal information that the school holds about them.

Parents/carers/guardians can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will confirm your identity by requesting copies of your Photo ID and proof of address. Following confirmation, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- 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 intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

As BYJHS is an Academy - there is no automatic parental right of access to the educational records however we are considering making these records available on request. Should you wish to request access for these records please contact the school and you will be told of the procedure for obtaining these and the associated charges.

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

### **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 concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

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

- Report a concern online at <https://ico.org.uk/concerns/>
- 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, concerns or would like more information about anything mentioned in this privacy notice, please contact the school or our Data Protection Officer.

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*