



Privacy Notice (How we use student/pupil information)

What is a privacy notice?

There is a law that keeps your information safe – things like your address, date of birth and phone number. The school and other people collect and use information for all kinds of reasons and the law tells them exactly what they are allowed to do with information that belongs to you.

We collect some information about our students/pupils, like you. It's our job to tell you how we collect the information, how we record it and how we use it.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

- **Data controller:** This person (or group of people, like a school) is in charge of the information we collect.
- **Data processor:** This person processes information for us.
- **Data protection officer (DPO):** This person makes sure we do everything the law says. The school's DPO is [Craig Sorrell](#), the School Business Manager based at Bowden House School, Seaford
- **Personal data:** This means any information that can be used to identify you, such as your address and date of birth.
- **Special category data:** This is personal data that needs more protection because it is sensitive.

Who looks after your information?

The school is the data controller of the personal information you give to us – we look at how and why your information is collected and used.

Sometimes the school has to give your information to other people, such as the government but we will only give away your information when you say it is ok or when we have a lawful reason to do so. When we give your data to someone else, they must look after it and keep it safe.

What information do we collect and use?

The categories of information that the school collects and uses include the following:

- **Personal information that can identify you** – this includes information like your name, contact details, address and your unique pupil number (UPN)
- **Characteristics** – this includes information such as ethnicity, language country of birth, and free school meal eligibility

- **Safeguarding information** – this includes important information that helps us to keep you safe from harm
- **Special educational needs and disabilities** – this includes information about any additional needs you have that we need to support you with
- **Medical information** – this includes information about your health and any medical conditions you have that we need to know about to keep you safe
- **Attendance information** – this includes information about your attendance at school, how many times you have missed school and why you could not come to school
- **Your assessment information** – this includes information about any tests you take at school
- **Behavioural information** – this includes information about any time you have been excluded from school and why
- **Post-16 learning information (Bowden House School only)**– name of the college, course and length of course and attendance/support

Why do we collect and use your information?

We collect and use this information for the following reasons:

- to support your learning
- to monitor and report on your progress
- to provide appropriate support
- to assess the quality of our services
- to comply with the law regarding data sharing
- to keep you safe

We will only collect your information when we have good reason to do so in line with the law – this is known as having a lawful basis to use data.

The lawful basis on which we use this information

We collect and use student/pupil information under:

Article 6(1)(c) of the UK GDPR (2018) (i.e. consent, contract, legal obligation, vital interests, public task, legitimate interests) legal obligation

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR

How do we collect your information

- forms and reports when are admitted to our school
- information sent from your old school
- any medical information
- your EHCP

Collecting and using your information is really important to make sure the school can run properly. You must give us most of the information we need but there is some information that you can choose whether to give it to us. Your parents/carers can help us, too.

How long will we keep your information and how do we keep it safe?

We do not keep your information forever – only as long as we need it. We have rules that tell us when to keep it and when we should safely delete it.

We also have rules in place to make sure your information is safe.

Will your information be shared?

We normally share your information with:

- the local authority (LA) – this is the local Government that helps the school
- the Department for Education (DfE) – this is the part of the Government in charge of education
- schools that you might go to after us
- Youth Support Services for students over the age of 13 years
- Childrens Services, if appropriate
- medical services such as the HS, dentist, optician or CAMHS

Why do we share your information?

We do not share your information with anyone without your permission unless the law and our rules say we can or should.

Once you reach the age of 13, we may pass your information to the Local Authority (LA) because they have responsibilities in relation to education and training of 13 – 19 year olds.

We share this information with them to make sure that they can provide the following services:

- Youth Support Services
- Careers Advisers
- Post-16 education and training providers

We will only share your name, address and date of birth but if your parents/carers give their permission, we may share other relevant information. When you reach 16, it is up to you whether you want to share this information.

We make sure your information is shared with the Youth Support Services safely who will keep this information in line with their own rules.

Department for Education (DfE)

The school needs to share certain information with the DfE to make sure we meet certain laws, including:

- school census
- Section 3 of the Education (Information About Individual Pupils) (England) Regulations, 2013
- making sure that our school gets the money it is entitled to
- helps the Government to create rules for schools
- helps the Government to research future rules that may need to be in place for schools

All information we share with the DfE is given to them safely and kept by them under strict safety rules.

The National Pupil Database (NPD)

A lot of the data you give us goes on to be stored on the NPD. The database is looked after by the DfE and has information about students/pupils in schools in England.

You can find out more about the NPD by following this link: <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-datadfe-data-extracts>.

Sharing by the DfE

The DfE is legally allowed to share your personal information with certain individuals and organisations, including the following:

- schools
- LAs
- researchers
- organisations that support your well-being
- other parts of the Government
- people that fight crime

For more information about how the DfE collects and shares student/pupil information, you can look at their web-site

How to find out what personal information the DfE holds about you

You are legally allowed to ask the DfE what personal information it holds on you. You have the right to ask them:

- if it uses your information
- what information it holds on you
- why your information is held and who it might be shared with
- for a copy of your personal data and any details of its source

You can contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

What are your rights?

Under Data Protection legislation, your parents/carers and you have the right to request access to information about you that we hold. To make a request for your personal information or be given access to the information held, contact [Craig Sorrell \(School Business Manager\)](#) and he will be able to help you

You and your parents/carers have the right to:

- be told how we use your information
- ask to see the information we hold
- ask us to change information that you think is wrong
- ask us to remove information when it is not needed anymore
- ask us to only use information in certain ways
- tell us you don't want your information to be processed
- stop people using your information for scientific, research or statistical purposes

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. Alternatively, you can contact the Information Commissioner's Office on 0303 123 1113 or use their live chat which can be accessed through this link: at <https://ico.org.uk/global/contact-us-live-chat>

If you are not happy with how we have handled your data

If for any reason you're not happy with the way we have handled your data, you can tell us at anytime even if you're not sure whether your data has been handled incorrectly. Contact [Craig Sorrell \(School Business Manager\)](#) or [your Mentor/Keyworker](#) as soon as you think something is wrong and one of them will be able to help you. Remember, we want to make sure that everyone's choices are respected and that their data is handled properly – if you're not happy or think something has gone wrong, it is important you let us know as soon as possible

Four important things to understand

Now you read this, we hope you understand that:

- the law allows us to get and use information to help us do our job
- we may share your information with others but only when we really need to
- we will ask your permission to share your information whenever you have a choice
- you can tell us not to share your informations even when you have said 'yes' before