



BRIDLINGTON SCHOOL

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Privacy notice for parents/carers – use of your child’s personal data

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 **students**.

We, Bridlington School, Bessingby Road, Bridlington, YO16 4QU are the ‘data controller’ for the purposes of data protection law.

Our data protection officer is Helen Evans (see ‘Contact us’ below).

The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents,
- Results of internal assessments and externally set examinations
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Details of rewards, achievements, behaviour issues or exclusions
- 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
- CCTV images captured in school
- Details of accidents occurring whilst under the school’s supervision

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



Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Identify funding streams resulting from a student's postcode, characteristics and / or assessment results
- Comply with the law regarding data sharing
- Keep the school site safe
- Ensure that appropriate access arrangements are provided for those who require them
- Prepare students for the next stage of their education

Our legal basis for using this data

We only collect and use students' 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 students' 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)
- We have legitimate interests in processing the data – this may happen whilst:
 - Promoting the objects and interests of the school, this includes fundraising and school trips.
 - Promoting your child's welfare and the welfare of other children

In addition, student's personal information may be used for the legitimate interests of others. For example, we may use information about your child when investigating a complaint made by another student.

Where we have obtained consent to use students' 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 students' 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 students 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.



How we store this data

We keep personal information about students 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 Information Retention Policy sets out how long we keep information about students. Under normal circumstances a student who leaves our school at the end of their education, would expect that their record be kept until the end of the academic year in which they turn 25 years old.

A full copy of the school's Information Retention Policy can be requested from Jan Elmhirst.

Data sharing

We do not share information about students 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 students with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, exclusions, accident reporting and insurance claims
- The Department for Education – for statutory compliance, such as the school's census (this helps determine the funding made available to the school each year based on the student information received)
- The student's family and representatives - to report upon student progress and to share concerns relating to student welfare
- Examining bodies – to enable them to mark external exam papers completed by students
- Ofsted – to meet our legal obligation to share information during an inspection
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as sharing allergy information with the catering team
- Our auditors - engaged from the Local Authority to inspect safeguarding, single central record and / or accident reporting
- Health authorities – where this is in the student's vital interest, for example if a student were taken suddenly ill with a medical condition known to the school, or they contracted a notifiable disease
- The Health & Safety Executive (HSE) – to report upon specific incidents / accidents occurring whilst under the school's supervision
- Health and social welfare organisations – to provide safeguarding information to appropriate agencies, such as social workers, youth and family support workers
- Professional advisers and consultants – School counsellors, where consent has been sought from the parent or the child (where they are able to consent)
- Police forces, courts, tribunals - where the school is legally obliged to provide the information requested, such as information from the student's educational record, CCTV
- Software / APP providers - external companies that provide software / apps used in school to process information where students' personal data may be stored, such as SIMS, Show My Homework (Where the school shares data with a third party processor, the same data protection standards that Bridlington School uphold are imposed upon the processor)



National Student Database

We are required to provide information about students 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 Student 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 students reach the age of 13, the school is legally required to pass on certain information about them to our Local Authority and / or provider of youth support services, as they have legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth and family support services and careers advice.

A parent / carer can request that only the student's name, address and date of birth are passed to the council or Youth & Family Support Service once the student is aged 16 or over, by contacting the school's data protection officer. This right transfers to the student once he /she reaches the age of 16.

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 students' rights regarding personal data

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

Parents/carers 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.

If you make a subject access request, and if we do hold information about you or your child, 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 a clear format

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.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the data protection officer (contact details at the end of this notice).



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 our **data protection officer**:

- Helen Evans, telephone number 01262 672593
- Email: dataprotection@bridlingtonschool.org.uk

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

