



BRIDLINGTON SCHOOL

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Privacy notice for students

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

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

Our data protection officer is Mrs H Evans (see 'Contact us' below).

The personal data we hold

We hold some personal information 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 – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your exam results
- Your attendance records
- Details of rewards, achievements, behaviour issues or exclusions
- Safeguarding information
- Your signature
- Details of accidents occurring whilst under the school's supervision

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, like your ethnic background or any special educational needs
- Information about any medical conditions you have
- Photographs & CCTV images
- Filmed images and audio recordings part of a school media promotion, school project work or staff training programme

Why we use this data



We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- To reward you and celebrate your successes
- Check how you're doing in exams and work out whether you need any extra help
- For exam regulations
- Track how well the school as a whole is performing
- Look after your wellbeing
- Help you behave to the best of your ability
- Access funding to give you the best all round education possible
- Keep the school site safe for everyone
- Ensure, if needed, you have the correct support in place (access arrangements) so you can achieve your full potential
- To signpost you to the appropriate people who can help, such as for careers, information, advice and guidance
- To correctly prepare you for the next stage of your education
- To promote the school and its activities

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)
- 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 welfare and the welfare of other students in the school

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

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.



Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your information in a certain way
- We need to use your information under 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 information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use 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 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 information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

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

- Local councils
- Government departments or agencies
- Police forces, courts, tribunals
- Your previous school (this information is usually sent by a CTF (Common Transfer File) or secure transfer file)

How we store this data

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law.

We have an Information Retention Policy which sets out how long we must 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 Mrs J Elmhirst.



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

We'll dispose of your personal data securely when we no longer need it.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Other schools – where you move to another school or education provider
- Our local authority – because it is required by law to share certain information with it, such as safeguarding concerns, exclusions, accident reporting and insurance claims
- The Department for Education – because it is required by law, such as the school's census (which tells the government who attends our school)
- Your family and representatives - to report upon your progress and to share concerns relating to your welfare
- Examining bodies – because they have to mark your exam work
- Ofsted – when they come to inspect the school
- Suppliers and service providers – so they can fulfil a contract with the school, such as allergy information shared with the kitchen staff
- Health authorities – for example if we need to call an ambulance to school for you
- The Health & Safety Executive (HSE) – to report serious accidents
- 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 from you (if you are able to give consent)
- Police forces, courts, tribunals - where the law tells us that the school has to provide the information requested, such as information from your educational record, CCTV
- Software / APP providers – your data may be stored in programmes used in school to monitor your progress through school, such as SIMS, Show My Homework
- Promotional materials of the school, including the school prospectus and social media pages – where you or your parents have given the school consent to do so
- NHS Test & Trace, where you have been identified as someone who has been in close contact with a person that has tested positive for Covid-19
- Youth Support Services

Youth Support Services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services 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 provide services as follows:

- youth support services
- careers advisers

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach the age 16



Data is securely transferred to the youth support service via **[insert method used]** and is stored **[insert storage]** and held for **[insert data retention period]**.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services 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 provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

A child / pupil once they reach the age of 16 can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

Data is securely transferred to the youth support service via **[insert method used]** and is stored **[insert storage]** and held for **[insert data retention period]**.

For more information about services for young people, please visit our local authority website.

National Pupil Database

We have to provide information about you to the Department for Education (a government department) 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 research data](#).

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

Transferring data internationally

Where we transfer your personal data to a country or territory outside the European Economic Area, we will follow data protection law.

In cases where we have safeguarding arrangements in place, you can get a copy of these arrangements by contacting the Data Protection Officer.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information



You may also ask us to send your personal information to another organisation electronically in certain circumstances.

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

Your other rights over your data

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

- Say that you don't want your personal information to be used
- 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
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation if the data protection rules are broken and this harms you in some way

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

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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:

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

