

# Privacy Notice for Students

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## 1. Introduction

Under UK data protection law, 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 **students** at our school, like you.

We, Bournemouth School, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Mrs L Domeney (see 'Contact us' below).

## 2. 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.

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

- Personal identifiers and contact details (such as name, unique student number, contact address)
- Assessment and attainment (such as your test results)
- Your attendance records (such as sessions attended, number of absences and reasons, previous schools attended and any educational trips attended)
- Details of any behaviour issues or exclusions

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

- Characteristics (such as ethnicity, language, free school meal eligibility)
- Any safeguarding information (such as court orders and professional involvement)
- Medical administration (such as doctors' information, allergies, medication and dietary requirements)
- Photographs and CCTV images

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

### **3. Why we use this data**

The personal data collected is essential, we use this data to effectively run school operations, including to:

- To keep you safe (keeping in touch with you and your parents 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, by assessing the quality of our services
- Look after your wellbeing, by providing appropriate pastoral care
- To meet the statutory duties placed upon us by the Department of Education

#### **3.1 Use of your personal data for marketing purposes**

We will not use your personal data for marketing purposes.

#### **3.2 Use of your personal data in automated decision making and profiling**

We do not currently put your personal information through any automated decision making or profiling process. This means we do not make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

### **4. Our lawful 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 parent/carer have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have permission to use your data, you or your parent/carer 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.

#### **4.1 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 UK 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 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

#### **5. Collecting this information**

While in most cases you, or your parent/carer, 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 is optional and what you need to do if you do not want to share this information with us. If you must provide the data, we will explain what might happen if you do not consent to share.

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

#### **6. 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 operate under a record retention schedule which sets out how long we must keep information about students and is based on the Information and Records Management Society's toolkit for schools.

## 7. Who we share data with

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

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

- Our local authority (Bournemouth, Poole & Christchurch (BCP) Council) – to meet our legal duties to share certain information with it, such as concerns about safeguarding
- The local education authority in which you live (if not BCP) in order to report safeguarding concerns, exclusions or to seek support for you through their associated agencies
- The Department for Education (a government department) in order to meet our legal duties to share information with it.
- Your family and representatives through the reporting process, parents' evenings or when discussing concerns or congratulating you
- Educators and examining bodies in order to enter you for KS3, 4 and 5 examinations and any associated non-examined assessment.
- Ofsted (the organisation or "watchdog" that supervises us) in order to fulfil inspection requirements
- Suppliers and service providers – so that they can provide the services we have contracted them to do
- Financial organisations such as Wisepay in order to provide a purchasing service in school and to collect voluntary contributions/charges for educational activities/equipment
- Our auditors to enable a transparent auditing of our accounts
- Survey and research organisations, for example careers software to aid your decision making
- Health authorities to fulfil our duty to report certain medical conditions
- Security organisations in order to maintain security of the site, resources and the data we hold
- Health and social welfare organisations in order to access relevant support for you when necessary
- Charities and voluntary organisations that help us support you
- Police forces, courts, tribunals in order to fulfil our duty to aid investigations and any other legal processes
- Professional bodies that support your needs such Joint Council Qualifications verification of Examination Access Arrangements
- Organisations providing work experience or volunteering opportunities that you wish to participate in, in order to ensure you are in a safe environment

### National Student Database

We are required 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 Student 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 which 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.

### **Youth support services**

Once you reach the age of 13, we are legally required to pass on certain information about you to Bournemouth, Poole and Christchurch (BCP) local authority (or the local authority in which you live), 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 providers, and careers advisers.

Your parent/carer, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to BCP local authority (or the local authority in which you live).

### **7.1 Transferring data internationally**

Should we share data with an organisation that is based outside the UK, we will protect your data by following UK data protection law.

## **8. Your rights**

### **8.1 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
- Give you a copy of the information in an understandable form

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

As an academy, there is no automatic parental right of access to the educational record Bournemouth School holds of your child, though we would seek to support your request where there is no safeguarding risk. If you would like to make a request please contact our data protection officer.

If you would like to make a request please contact our data protection officer (see 'Contact us' below).

### **8.2 Other rights over your data**

Under UK data protection law, you have other rights over how your personal data is used and kept safe, including the right to:

- Say that you do not want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- 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

- Claim compensation if the data protection rules are broken and this harms you in some way

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

## **9. 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 have done something wrong.

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

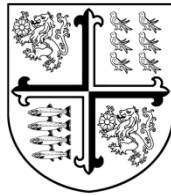
You can also complain to the Information Commissioner's Office in one of the following ways:

- 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

## **10. 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 L Domeney, Compliance Manager, Bournemouth School, East Way, Bournemouth, BH8 9PY  
[ldomeney@bournemouth-school.org](mailto:ldomeney@bournemouth-school.org)



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### Document History

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| 1.0            | 01.07.2020         | L Domeney     | Edited to reference Data Protection Policy<br>Updated contact for DPO   |
| 1.1            | 24.09.2020         | L Domeney     | Annual review   |
| 1.2            | 09.11.2021         | L Domeney     | Annual review:<br>UK data protection law referencing updated<br>Version control added<br>'Special category' data updated<br>'Collecting information' updated<br>'Who we share data with' update<br>'Other rights' updated |
| 1.3            | 25.10.2022         | L Domeney     | Annual review – no changes  |
| 1.4            | 06.11.2023         | L Domeney     | Annual review:<br>Table of contents added<br>Transferring data internationally – 'UK' replaces<br>'European Economic Area'  |

### Approvals

| <b>Date of FGB Approval</b> | <b>Approving Committee</b> |
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Bournemouth School

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***The latest version of this policy may be accessed through our website – Yes***