

BGE Privacy Notice (How we use pupil information)

Buckswood School Ltd ("the School") is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you before, during and after your time at Buckswood School, in accordance with the General Data Protection Regulation (GDPR).

It applies to all pupils, pupil enquiries and past pupils.

The School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under the GDPR to notify you of the information contained in this privacy notice.

We may amend or update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data Protection Principles

We will comply with data protection law. In summary this says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about and kept securely.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, date of birth, gender, language, nationality and country of birth)
- Next of kin and emergency contact information.
- Banking and payment details for pupil fees
- Start and end dates
- Immigration information
- Passport information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical information (such as allergies, medical conditions, dietary requirements and dental records)

- Assessment Data (such as results and attitude to learning)
- Special Education Needs (such as Dyslexia)
- Behavior Data (such as rewards, sanctions and exclusions)
- Post 16 learning information
- Photographs and videos

Why we collect and use this information

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to administer the school properly
- to support teaching and learning
- to assess the quality of our services
- to comply with the law regarding data sharing

We may also use your personal information in the following situations, which are likely to be rare: (1) Where we need to protect your interests (or someone else's interests); or (2) Where it is needed in the public interest or for official purposes.

We need all the categories of information in the list above to allow us to perform our contract with you and to enable us to comply with legal obligations. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests.

The lawful basis on which we use this information

We collect and use pupil information under Article 6 of EU General Data Protection Regulations (GDPR) to ensure the school carries out its duties lawfully and appropriately.

Data is required:

- for compliance with our legal obligations (6c)
- for the necessary purpose of our duties as a school (6f)

Consent will be required for the use of photographs with the exception of identification card photos where we are protecting the vital interests of our pupils and workforce.

We also collect and use pupil data under Article 9 of EU GDPR for data collection purposes which is required under the Education Act 1996, such as the child's racial or ethnic origin, and religious beliefs

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for 5 years following a student's last entry.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

Why we share pupil information

We may have to share your data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Requesting access to your personal data

Under the GDPR legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact BGE Data Protection Officer (DPO) – dpo@buckswood.co.uk or 01424 813813

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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 at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

BGE Data Protection Officer
Buckswood School
Rye Road
Guestling
East Sussex
TN35 4LW

Tel: +44 1424 813813

Email dpo@buckswood.co.uk