Brook Community Primary School
Privacy Notice

Approved by:	Brook Governing Body	**Date:**	September 26th, 2024
Last reviewed on:			
Next review due by:	November 2025		

Privacy Notice

Brook Community Primary School ("the School", "we" or "us") respects its pupils' and parents' privacy and is committed to protecting it through its compliance with its privacy policy. This policy is to help parents and pupils understand how and why the School collects their personal information and what it does with that information. It also explains the decisions that parents and pupils can make about pupil information with regard to their personal data. This Privacy Policy defines how the School will meet its obligations with regard to personal data, as required by the Data Protection Act 2018 (the "Act") and the UK General Data Protection Regulation (the "UK GDPR") (Together read as "Data Protection Laws").

Who is responsible for this information?

Brook Community Primary School is the Data Controller for the use of personal data in this privacy notice.
Name: Ellen McCabe
Email: office@brook-ashford.kent.sch.uk
Address: Brook Community Primary School, Spelders Hill, Brook, Ashford, TN 5PB

Personal information we collect and process

The categories of pupil information that we collect and process include:

- personal identifiers and contacts (such as full name, unique pupil number, contact details, and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons, and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post-16 courses enrolled for, and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place).

We also obtain information about parents. The categories of parent information that we process include:

- Family circumstances that might affect your child's welfare or happiness;
- Court orders or criminal petitions that relate to you;
- Safety information to meet safeguarding requirements, such as monitoring pupil's devices, web traffic, CCTV recordings, and photo and video recordings to provide School services to or protect the pupils. CCTV is not used in private areas such as bathrooms;
- Financial information from parents about the payment of fees. In some cases, we obtain information about you from third parties such as credit reference agencies and solicitors or your child's previous school(s).

The above lists are not exhaustive, for further information on the information we process please contact us.

Why do we collect and use pupil information?

The personal data collected is essential, for the School to fulfil its official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:
a) to support pupil learning
b) to monitor and report on pupil attainment progress
c) to provide appropriate pastoral care
d) to assess the quality of our services
e) to keep children safe (food allergies, or emergency contact details)
f) to meet the statutory duties placed upon us by the Department for Education ("DfE").

Under the data protection laws, the lawful bases we rely on for processing pupil information are:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information as under:

    - Section 537A of the Education Act 1996
    - the Education Act 1996 s29(3)
    - the Education (School Performance Information)(England) Regulations 2007
    - Regulations 5 and 8 School Information (England) Regulations 2008
    - The Education (Pupil Registration) (England) (Amendment) Regulations 2013.

Where sensitive (or special category of) personal data is processed by the School, the explicit consent of the parent will generally be required in writing, although there are certain exemptions to this rule. Sensitive data would include elements such as ethnicity, genetic, biometric, and health data.

Collecting pupil information

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information. Pupil data is essential for the schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us voluntarily. To comply with the data protection laws we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

Who do we share your information with

We do not share information with anyone unless the law and our policies allow us to do so. We routinely share information with third parties for different purposes including:

- school that the pupil attends after leaving us
- our local authority - we may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels;
- the police;
- our legal advisers;
- UK Visas and Immigration;
- Our insurance company;
- the Department for Education ("DfE")- Via Wonde - we are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of data collections, under:
    - Section 537A of the Education Act 1996
    - the Education Act 1996 s29(3)
    - the Education (School Performance Information)(England) Regulations 2007
    - regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013; Regulatory authorities;
- Third-party service providers, such as:
    - Our MIS software, Arbor

Data sharing with third parties is carried out under a written agreement, setting out the scope and limits of the sharing in accordance with the principles of the data protection laws. Any disclosure of personal data will comply with approved procedures.

Where we share information with third parties, we ensure to implement appropriate measures to safeguard such information, and we only share the minimum amount of information we have to.

Where the School transfers personal data outside of the UK/EEA, it will do so using the appropriate transfer mechanisms, ensuring the necessary protections are in place for the security of personal data.

Storing Pupil information

We hold pupil information securely for the set amount of time shown in our data retention schedule or for as long as we need to educate and look after them. For more information regarding our data retention schedule and how we keep your data safe, please contact us.
Information will be kept after pupils have left the school for limited purposes, for example, so that we can find out what happened if either a parent or a pupil makes a subsequent complaint. Information may be kept indefinitely when needed for historical, research, or statistical purposes, for example, if we consider the information might be useful if someone wanted to write a book about the School.

After the specified period, information will be disposed of by removing all files and back-ups from all personal computers, and OneDrive.

How We Keep Pupil Information Secure

We take, and require any third party to take, reasonable precautions, including administrative, technical and physical measures to safeguard your personal information against loss, theft, misuse, as well as unauthorised access, disclosure, alteration or destruction. Access to personal information is restricted to prevent unauthorised access, modification or misuse and such access is only granted to our authorised personnel on a need-to-know basis. All staff must adhere to the School's ICT Policies.
However, no security system or system for transmitting data over the internet can be guaranteed to be entirely secure. We cannot guarantee that our Site will function faultlessly and without any interruptions. We shall not be liable for damages that may result from the use of electronic means of communication, including, but not limited to, damages resulting from the failure or delay in delivery of electronic communications, interception or manipulation of electronic communications by third parties or by computer programs used for electronic communications and transmission of viruses.

Your data protection rights

Under the data protection laws, 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, contact the office at office@brook-ashford.kent.sch.uk

Depending on the lawful basis above and in certain circumstances, you may also have the right to:

• ask us to rectify personal information you think is inaccurate or to complete information you think is incomplete
• ask us to erase your personal information
• ask us to restrict the processing of your personal information where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop, or when we process your personal data for direct marketing
• object to the processing of your personal information
• ask that we transfer the personal information you gave us to another organisation, or to you
• object to decisions being taken by automated means • withdraw your consent, where we are processing your personal data with your consent
and
• to lodge a complaint to the Information Commissioner's Office ("ICO").

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance via office@brook-ashford.kent.sch.uk or directly to the ICO at https://ico.org.uk/concerns/.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 26th February 2024.

Contact

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

- Us at office@brook-ashford.kent.sch.uk