



## PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS

### Who Will Own My Data Once I Submit It?

Bluebell Park School

### Why Do You Need My Information?

We use the pupil data:

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

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, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Exclusions/behavioural information
- Relevant medical information
- Special educational needs information
- Post 16 learning information
- Safeguarding information

### What Allows You To Use My Information?

We collect and process pupil information as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation.

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Pupil Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)



## Who Will My Information Be Shared With?

We routinely share pupil information with:

- Other destinations that pupils attend after leaving us, e.g. college
- Knowsley local authority, or another local authority when a pupil resides out of borough
- the Department for Education (DfE)

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to the [Department for Education's website](#).

We are required by law, to provide information about our pupils to the Department for Education as part of statutory data collections, such as the school census and early years' census. Some of this information is then stored in the National Pupil Database.

Visit the [National Pupil Database \(NPD\) website](#) for further information on the National Pupil Database.

The Department for Education may share information about our pupils from the National Pupil Database with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data in compliance with the General Data Protection Regulation.

For more information about the department's data sharing process, please visit the [Department of Education's website](#).

We also have a number of agencies on site for some or part of the week, who we work closely with and from time to time may share information according to our information sharing agreement. They include:

- School health team, including annual requests from immunisation team who request date of birth, address, contact number; OT, SaLT services; physiotherapy team and other allied health professionals
- Social care teams including, Family First, Transition Social Worker, Children with Disabilities team; Positive Behaviour Support Service
- School Transition Support Worker, School Transport service

## CCTV

We have installed CCTV systems within our school for the purposes of safety and prevention and detection of crime. Signs are prominently displayed on the outside of the building notifying you that CCTV is in operation.



We will only disclose CCTV images to third parties for the purposes as stated above of public safety and the detection and prevention of crime. CCTV images will not be released to the media for entertainment purposes or placed on the internet.

Other information:

We have a system in school whereby two-way radios are used only in an emergency situation to call for assistance. In such an event it may be necessary to call for medical help using the child's name and class to ensure the correct medical equipment/personnel can attend. This information is shared between the class and medical staff. The minimum information is shared and no personal details will be discussed over the two-way radios. Staff are informed as to the use of the two-way radios and they are located only in identified classes/staff.

### **Do I Have To Provide This Information And What Will Happen If I Don't?**

The majority of pupil information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation, when we collect data outside of this, we will rely on your consent to collect and store your personal data.

### **How Long Will You Keep This Data For And Why?**

We hold pupil data in accordance with the School's Data Protection Policy dependant on the type of data.

### **How Will My Information Be Stored?**

Information will be securely stored in files or on approved, secure network servers or secure, encrypted electronic storage devices.

### **Will This Information Be Used To Take Automated Decisions About Me?**

No

### **Will My Data Be Transferred Abroad and Why?**

No

### **What Rights Do I Have When It Comes To My Data?**

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your child's educational record, contact Data Protection Officer, KMBC, Archway Road, Huyton, L36 9GL.

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.

### **Who Can I Complain To If I Am Unhappy About How My Data Is Used?**

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.

- Email: [KMBCData.ProtectionOfficer@knowsley.gov.uk](mailto:KMBCData.ProtectionOfficer@knowsley.gov.uk)
- By post: Data Protection Officer , KMBC, Archway Road, Huyton, L36 9GL. You also have the right to complain to the Information Commissioner's Office using the following details:
- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45