

Student Privacy Notice

During your time as a student with us, we will collect, create and use information relating to you. The information that we hold about individuals is known as their “personal data”. This will include data that we obtain from your parents about you, data we obtain directly from you, data we create through our observations and assessment of you and data about you that we obtain from other people and organisations.

Anything that we do with an individual’s personal data is known as “processing” and includes, collecting it, storing it, sharing it and eventually deleting it.

This document sets out what personal data we will hold about you, why we process that data, our lawful reasons for doing so, who we share this information with, and your individual rights relating to that data.

What information do we use about you?

The categories of student personal data that we collect, process, hold, and share includes but is not limited to:

- Personal Identifiers such as name, unique pupil number, contact details, contact preferences, date of birth,
- Details of previous/future schools
- Results of internal assessments and externally set sats & examinations
- Student and curricular records
- Characteristics, such as language, eligibility for free school meals and Pupil Premium
- Special educational needs information including the needs and ranking
- Details of any support received, including care packages, plans and support providers
- Behavioural information including exclusions and detentions
- Attendance information (such as session attendance, number of absences, absence reasons and details of any previous schools attended)
- Photographs for identity purposes and to celebrate student life and your achievements
- CCTV images captured in and around the Academy site
-

We will also collect, hold, share and otherwise use some information about you which is called “special category” data and other data that required extra care when being handled, This information includes:

- Race or ethnic origin
- Religious or philosophical beliefs
- Sexual orientation
- Biometric data (fingerprint) to enable you to securely access Academy services
- Health and medical information including dietary requirements, allergies, and routine medication. Details of your GP and other relevant health professionals
- Special educational needs and disability information including the needs and ranking
- Information relating to social care and guardianship/adoption
- Safeguarding information (such as court orders and professional involvement)
- Any other information required to keep you safe.

Where do we get this information from?

We get this information from:

- You
- Your parents/guardians, and other student’s parents/guardians
- Your previous school
- Teachers and other staff
- People from other organisations, including doctors, the Local Authority, social services, the police, and the courts
- Our CCTV system

Most of the student data we collect is mandatory, and some of it is provided to us voluntarily. To comply with the UK General Data Protection Regulation, we will inform you or your parent/carer if you must provide certain information to us or if you have a choice, and what the possible consequences of not providing the information may be.

Why do we use this information?

We use student data to safeguard and promote your welfare, to promote the objectives and interests of the Academy, to ensure the Academy runs smoothly and that all our legal obligations are complied with. For example, we collect data to:

- make sure that we give you a good education and to support you through this
- make sure that we can address and support any educational, health or social needs you may have
- make sure everyone is treated fairly and equally
- keep you and everyone at the Academy safe and secure
- deal with emergencies involving you
- celebrate your achievements
- provide reports and additional information to your parents/carers
- provide appropriate pastoral care
- carry out our legal obligations
- meet our statutory duties for the Local Authority and Department of Education data collections (we will tell you more about these later in this notice)

The lawful reasons that allow us to use your personal data

We can only use (process) your personal data if the law – the Data Protection Act 2018 and /or the UK GDPR, allows us to do so. The law provides several reasons including where it is

- necessary for a contract or to take steps before entering a contract. For example, your enrolment in the Academy is a contractual agreement for us to provide you with an education
- necessary for us to comply with a legal obligation. For example, we are legally required to share data about you and your education with your parents, local and national government and other partner agencies
- necessary to protect your vital interest or that of another person. For example, you protect your life.
- the processing is necessary for us to perform a task in the public interest or for our official functions > This applies where we are processing your data in our function as a Academy.

The law allows us to process your special category data where the use is :

- necessary to protect your vital interests or those of another person and where you/they are physically or legally incapable of giving consent. For example, to provide relevant information in an emergency if you are unconscious or unable to communicate
- personal data which are clearly made public by you. For example, if something you post on social media is drawn to our attention and we have concerns about it, or you.
- necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity. For example, if we are ordered to provide information about you to the court.
- necessary for reasons of substantial public interest. For example, to support any disability or medical conditions, provide counselling or safeguarding.
- necessary for reasons of public interest in public health. For example, testing and recording during a pandemic.
- the processing is necessary for archiving purposes in the public interest, scientific or historical research or statistical purposes. For example, for diversity monitoring or providing educational data for research organisations

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds that justify our use of this data.

Consent

We can process your personal information without your consent for the reasons (lawful bases) listed above, where this is allowed by the law and our policies

Where we wish to use personal data and we do not have a lawful reason to do so we will ask for your consent or the consent of your parents/carers for example, where we wish to use your photographs on our website or social media channels for promotional/marketing purposes or where we wish to process your biometric data (fingerprint) to access the Academy's automated services.

If we do require consent for processing certain data, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You do not have to give content for this type of processing. You should not be concerned about refusing consent and you do not need to provide a reason for the refusal.

If you do give consent and later change your mind you may withdraw that consent at any time.

If your parents/carers have consented to the use of your data including biometric data and you do not agree with this decision you may object to the processing verbally or by lack of cooperation with the data collection process. We do ask that any objection/lack of cooperation is respectful. Our staff will not be aware of your views unless you let them know. At this point, they will respect your right to object and alternative arrangements will be made to enable you to access those services.

Criminal Proceedings/Convictions

We can only use information relating to criminal proceedings or convictions where the law allows us to do so. This will usually be where the processing is necessary to carry out our legal obligations.

We expect that we will hold information about criminal proceedings or convictions if information comes to our attention during your time as a student with us.

Where appropriate, we may be shared the information with external agencies such as the child protection team at the Local Authority.

Change of Purpose

We will only use your personal information for the reasons we collected it unless we need to use it for another reason which is compatible with the original purpose.

If we need to use your personal information for an unrelated reason we will notify you, and explain the legal basis which allows us to do so or seek your consent, if necessary.

Storage and Retention of Personal Data

Most of the personal data we collect is stored electronically. Some may also be stored as hard copies (paper files). All data is stored and processed securely. Access to your data is restricted to staff who need to know and who require the data to do their jobs.

We will keep your personal information for as long as necessary to fulfil the purposes we collected it for, including for any legal, accounting, insurance or reporting reasons. When your time as a student at the Academy comes to an end, we will retain and securely destroy your personal information following our Data Retention Schedule. Details of retention periods for different aspects of your personal information are available in our Data Retention Schedule.

CCTV

CCTV is in use at various locations in and around the Academy premises. The purpose of the system is to prevent crime and promote security and public safety. If in the event of viewing CCTV for a specified purpose, disciplinary action is observed, the CCTV can and may be used to support a disciplinary investigation.

We do not need your permission to use CCTV, but we make it clear where students are being recorded. Security cameras are visible and accompanied by prominent signs explaining that CCTV is in use.

CCTV images will be kept for 28 days before being permanently deleted. We may need to keep specific footage for an ongoing investigation, for example, if an incident or crime has been recorded. These images will be kept until any actions or criminal proceedings relating to the incident have ended.

Any enquiries about the CCTV system should be directed to enquiries@bishopstopford.com

Sharing your personal data

We do not share student data with anyone without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we routinely share student data with:

- The Department for Education
- Our Local Authority (LA)
- A Student's home Local Authority (if different)
- National Student Database
- Youth Support services

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations (2013).

All data is transferred securely and held by DfE under a combination of software and hardware controls that meet the current [government security policy framework](#). For more information, please see the '*How Government uses your data*' section, [below](#).

Local Authorities

We may be required to share information about our students with the local authority to ensure that they can conduct their statutory duties under the [Schools Admission Code](#), including conducting Fair Access Panels.

National Pupil Database (NDP)

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or well-being in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth Support Services

Once our students reach the age of 13, we are legally required to pass on certain information about them to our youth support services provider(s), as there are 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 services, and career advisers.

Parents/carers, or students once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to our youth support services provider(s).

All data is transferred securely and held by DfE under a combination of software and hardware controls that meet the current [government security policy framework](#). For more information, please see the '*How Government uses your data*' section, [below](#).

We may occasionally also share student data with:

- your family and representatives – to carry out our public interest tasks such as reporting on student progress or being a contact if a student is ill
- educators and examining bodies – to carry out our public interest tasks in relation relating to examinations
- our regulator Ofsted which monitors many aspects of our public interest tasks
- financial organisations – to carry out public interest tasks requiring the taking or making of payments such as 16-19 bursaries
- Central and local government – to meet our legal obligations
- Academy Governors/Trustees
- our auditors – to meet our legal and public interest obligations relating to financial matters
- survey and research organisations
- health authorities – to carry out our public interest tasks and safeguard the vital interests of students
- security organisations – for our public interest tasks related to keeping students safe, keeping the site secure and preventing crime
- health and social welfare organisations – where this is covered by our public interest tasks or to safeguard the vital interests of students
- professional advisers and consultants – to help us carry out our public interest tasks or to meet our legal obligations, such as providing careers advice or fulfilling data subject rights requests
- charities and voluntary organisations – which may, for example, provide us with services or support our educational activities carried out in the public interest
- police forces, courts, tribunals – where this is necessary for the prevention and detection of crime, required by law or for purposes arising out of our public interest tasks such as safeguarding students
- professional bodies – to help us carry out our public interest tasks

Third-party service providers

We also share limited personal data with third-party service providers who need access to data to perform contracted services. These service providers include:

- Contractors, such as school meal providers, travel companies, payment processing providers, Northamptonshire Music and Performing Arts Trust (NMPAT) and Peripatetic music.
- Educational software providers such as the School Information Management System (SIMS), Firefly, Maths, languages and English support software, and careers software.
- Any other service providers we will inform you of any from time to time

These third-party service providers act as data processors on the Academy's behalf. They must take appropriate security measures to protect your personal information. We authorise these service providers to use your personal data to provide services on our behalf or to comply with legal obligations if necessary.

Transferring Data Outside The UK

We do not routinely share your personal data with organisations outside the UK. Where this may be necessary, we may transfer data with your explicit consent and with appropriate safeguards.

We will not transfer personal data outside the UK unless such transfer complies with the UK GDPR. This means that we cannot transfer any personal data outside the UK unless:

- The Secretary of State has decided that another country or international organisation ensures an adequate level of protection for personal data
- One of the derogations in the UK GDPR applies (including if an individual explicitly consents to the proposed transfer).

Data Security

We have put in place appropriate organisational policies and procedures and technical security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal information to those employees, consultants, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your data subject rights

Data Protection Laws give you rights over your personal data. In England, Students aged 12 or over and who are considered mature enough to understand their rights can:

- make a Subject Access Request (SAR) (see below)
- withdraw your consent to processing based solely on consent, at any time
- ask us to rectify, erase or restrict the processing of your personal data, or object to the processing of it (in certain circumstances)
- prevent the use of your personal data for direct marketing
- challenge processing which has been justified based on public interest
- request a copy of agreements under which your personal data is transferred outside of the United Kingdom
- object to decisions based solely on automated decision-making or profiling. (The Academy does not use automated decision-making and/or profiling in any of its processes and procedures)
- prevent processing that is likely to cause damage or distress
- be notified of a data breach in certain circumstances
- complaint to the ICO
- ask for your personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

For more information about your individual rights please see here [What rights do children have? | ICO](#)

Subject Access Requests

You have the right to request access to your personal data held by the Academy.

If you are under 12 your parents may exercise this right on your behalf. If you are aged 12 or older and your parents wish to access your personal data, we may require your consent before we can provide the information to them

Subject Access Requests may be made in writing or verbally. If you would like to make a SAR concerning your personal data it would be helpful, though not mandatory if this could be made in writing to the Academy, including:

- your name and contact address
- your email address and telephone number
- details of the information required.

For more information please see policy and procedure which can be found on the Academy's website and the ICO guidance [here](#)

Exercising Other Data Subject Rights

If you wish to review, verify, correct or request the erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Academy (details below).

The Right to Withdraw Consent

Where you may have provided your consent to the collection, processing and transfer of your personal information for a specific reason, and there is no other lawful reason to use that information, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Academy in writing. When we receive your consent withdrawal, we will no longer process the information it relates to unless we have another lawful reason to do so. Please note, the withdrawal of consent does not apply in retrospect. does not affect the legitimacy of the processing before the withdrawal.

Your duty to Inform us of changes to your personal data

The personal information we hold about you must be accurate and current. Please keep us informed if your personal information changes during your time as a student with us.

Concerns and complaints

We take any complaints about our collection and use of your personal information very seriously.

If you think that our collection or use of your personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know or ask your parents to let us know.

If you have any concerns that we are not able to resolve, you can contact our Data Protection Officer at the address below

Finally, you can complain to the UK's data protection regulator - the Information Commissioner's Office:

- Report a concern online [here](#)
- Call 0303 123 1113
- Or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contacts:

Data Controller: Bishop Stopford School

Email: enquiries@bishopstopford.com

Phone: 01536 503503

Address: Headlands, Kettering, Northants, NN15 6BJ

Data Controllers Representative: Jill Silverthorne

Position: Headteacher

Email: enquiries@bishopstopford.com

Internal Data Protection Lead: Arthur Harwood

Email: aharwood@bishopstopford.com

Phone: 01536 503503

External Data Protection Officer: Dee Whitmore. The Schools People

Email: DPOService@schoolspeople.co.uk

Phone: 01773 851078

Address: The Schools People, 44 Tyndall Court, Peterborough. PE2 6LR.

Changes to this Privacy Notice

This Notice will be reviewed every year or as necessary in response to changes in Data Protection legislation or our processing activities. We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates.

We may also notify you in other ways from time to time about the processing of your personal information.

Effective February 2023

Last update: February 2023

Review Date: February 2024

How Government uses your data

The student data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> **Sharing**

by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with

Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>