

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 you.

We, The Blue School, are the 'data controller' for the purposes of data protection law. Our Data Protection Lead at the School is Mr Robert Salt, Business Manager. Our appointed Data Protection Officer is Ms Amy Brittan of Somerset County Council.

The personal data we hold about you

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, Somerset County Council and the Government.

This information includes:

- Personal information such as name, date of birth, unique student number, home address and family/carer contact details
- Characteristics such as your ethnicity and any special educational needs you may have
- Personal images such as photographs and video images of you including CCTV
- Attendance information such as sessions present, number of absences and absence reasons
- Assessment information such as exam results and marking
- Relevant medical information
- Exclusions, behavioural (positive and negative) and emotional welfare information,
- Destination information on leaving school
- If applicable and/or provided by your parent/carer,
 - free school meal and pupil premium eligibility, including service child status
 - care status of looked after students, including post care arrangements
 - religion
 - Passport details

Why do we collect and use student information?

We use this data to help run the school, including to:

- get in touch with you and your parents/carers when we need to
- support your learning and find out if you or your teachers need extra help
- monitor and report on your progress
- provide appropriate pastoral care and look after your well being
- track how well the school is doing as a whole, assessing the quality of our services
- comply with the law regarding data sharing

Our legal basis for collecting and using your 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 parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

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.

While in most cases you, or your parents/carers, 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's optional. If you must provide the data, we will explain what might happen if you don't.

Where we have got permission to use your data, you or your parents/carers 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 law behind this (our legal and statutory obligations) includes the Education Act 1996, The Children Act 2004; Education and Inspections Act 2006; Education Act 2011; the Family and Children's Act 2014; and in accordance with Articles 6 and 9 of the General Data Protection Regulation (GDPR).

Storing student data

We will keep personal information about you while you are a student at The Blue. We will also keep it after you have left the school, where we are required to by law.

We hold student data for the periods of time as stated in the IRMS Records Management Schools Toolkit , the latest version of which can be found at: https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf.

In practice, most student information will be kept for 25 years from their date of birth.

Sharing Information

Who do we share student information with?

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

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

- schools and colleges that you attend after leaving us
- Somerset County Council, our local education authority,
- Department for Education (DfE) and its associated Agencies, the Learning Records Service and Education and Skills Funding Agency (ESFA) and OfSTED
- Exam and other awarding boards
- School management information and operational software systems suppliers
- The Blue School's Auditors
- Other suppliers of services to The Blue as and only if appropriate for the purpose of the provision purchased
- Off-site school trip and activity providers in which you are participating
- South West Careers and other career related agencies such as Apprenticeship and Work Experience placement providers
- Other authorised public bodies regarding student pastoral welfare such as the NHS, Somerset Direct (Social Services) and other support service agencies and charities
- The Police, Courts and other UK Law Enforcement Agencies

National Pupil Database

We share your data with the DfE on a statutory basis, mainly but not solely via the school census. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our students with the DfE under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

Some of the information is then stored in the National Pupil Database which is managed by the DfE 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 DfE 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 DfE's webpage on how it collects and shares research data. For information about which organisations the DfE has provided student information, (and for which project), please visit the following website found at: <https://www.gov.uk/government/publications/national-student-database-requests-received>. To contact the DfE visit <https://www.gov.uk/contact-dfe>

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Careers South West, 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 services, and careers advisers.

Your parents/carers (or you once you're 16), can contact our Data Protection Lead to ask us to only pass your name, address and date of birth to Careers South West,

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

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/carers
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

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

If you want to make a request please contact Mr Salt, Business Manager, our current Data Protection Lead at The Blue School, Kennion Road, Wells, Somerset, BA5 2NR

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials

- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

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've done something wrong.

You can make a complaint or discuss anything in this privacy notice by contacting Mr Robert Salt, Business Manager, our current Data Protection Lead (via School Reception). You can also make a complaint or discuss anything in this privacy notice by contacting Ms Amy Brittan, Somerset County Council – dposchools@somerset.gov.uk, The Blue's current appointed 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

Note

This notice is based on the Department for Education's model privacy notice for students, amended to reflect the way we use data in The Blue School.

May 2018

Updated Nov 2018 with revised DPO contact details