

# **UK General Data Protection Regulation Students' Privacy Notice**

## **Baginton Fields School**

### **1. Who processes your information?**

The School is the data controller of the personal information you provide to us which means the school decides why and how personal information belonging to you and your family is used, stored and deleted.

The School's address and contact details are

**Baginton Fields School**  
**Sedgemoor Road**  
**Coventry**  
**CV£ 4EA**

[admin@bagintonfields.coventry.sch.uk](mailto:admin@bagintonfields.coventry.sch.uk)

02476303854

In some cases, your information may be passed to an organisation that will process your information on behalf of the school in order for us to safeguard you and support your learning. Where the school passes on your information, safeguards will be in place.

Sydeda Ahmed acts as a representative in the form of Data Protection Officer for the School with regard to its data controller responsibilities; they can be contacted on 02476831068 or [Syeda.Ahmed@coventry.gov.uk](mailto:Syeda.Ahmed@coventry.gov.uk)

Their role is to oversee and monitor the School's data protection procedures and to ensure they are compliant with data protection legislation.

The School's registration as a data controller is **Z7516767**

### **2. Why do we collect and use your information?**

The School collects and uses personal data relating to you, your family and we may also receive information regarding you from your previous school, Local Authority and the Department of Education and other relevant bodies. We collect and use personal data in accordance with the UK GDPR and Data Protection Act 2018.

We collect your information in order to:

- To support your learning
- To monitor and report on your progress
- To provide non-academic services like counselling
- To make sure we are doing our best as a school
- To obey the law
- To make sure you are safe
- To ensure everyone is treated fairly and equally
- To celebrate your achievements

- To provide reports and additional information to your parents/carers
- To conduct research or analysis and/or provide statistical reports
- For the prevention and detection of crime

### **3. Which data is collected?**

We collect this information from you:

- Personal information – e.g. basic identifiers like names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, pupil premium and whether you can have free school meals
- Attendance information – e.g. absences and absence reasons
- Assessment information – e.g. exam results
- Relevant medical information
- Educational needs/support
- Behavioural information – e.g. exclusions
- Voicemails
- Photographs for identification purposes

• The school may also need to collect special category data (e.g. concerning health, dietary requirements, ethnicity, religion, sexual orientation or fingerprints for school meals).

• We may also collect criminal records information in accordance with the legislation.

When collecting your information, the school will let you know whether you have to provide this data or if your permission (also called 'consent') is needed. The school will provide you with all the information you need to make a decision as to whether you want to share that data.

We may receive information regarding you directly from Health, the Local Authority and previous education establishment

### **4. Who can access this data?**

We keep your information as secure as possible. In order to stop those who do not have permission from using your information, we have put in place safeguards like passwords, locks and making sure everyone is aware of their duty to protect information we collect. The electronic data that we collect from you will be sent to, and stored by, an outside software provider. We will have a written agreement in place with this provider.

School staff are limited only to the information they need to perform their duties. For example; the Headteacher will have access to all information, whereas teaching assistants will only have access to information relating to their classes. Electronic data will be password protected and paper files containing personal data will be securely stored.

### **5. How long is your data stored for?**

We keep personal data for as long as necessary or as is required by law. The School follows a Data Protection Policy and Record Retention Schedule (**see website**). This will tell you exactly how long we keep personal information for.

### **6. Will my information be shared?**

The School is required by law to provide information about you to the Department of Education as part of statutory data collections, such as the school census; some of this information is then stored in the National Pupil Database.

The Department of Education may share information about you from the National Pupil Database with other organisations who promote the education or wellbeing of children in England by:

- Creating research
- Producing statistics
- Providing information, advice or guidance.

The Department of Education has strong measures in place to ensure the confidentiality of any data shared from the NPD is maintained.

The school routinely collects from and shares your information with:

- Your destination upon leaving the school (like College/University/a new school)
- The Local Authority (e.g. Coventry City Council)
- The National Health Service (NHS)
- The Department for Education
- Ofsted
- parents and guardians
- Authorities in relation to the prevention and detection of crime
- Suppliers and service providers – to enable them to provide the service we have contracted them for. Please see the Appendix 1 to this notice for more information about suppliers/services we use.

## **Youth support services**

### **Pupils aged 13+**

Once you reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services.

This enables them to provide services as follows:

- youth support services
- careers advisers

**Your parent or guardian can ask that only your name, address and date of birth is passed to the local authority or provider of youth support services by informing us. You can request this once you reach the age 16.**

### **Pupils aged 16+**

We will also share certain information about you if you are aged 16+ with our local authority and / or provider of youth support services.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

We transfer your data outside the UK and EU for the purpose of providing Class Dojo services.

We transfer your personal data to the US for the purpose of providing Class Dojo services and do so with the necessary standard contractual clauses in place.

## **7. What are your rights?**

You have the right to:

- Be told about how the School uses your personal data
- Ask to see or have a copy of your personal data
- Ask that your personal data is changed if it is not right. If you believe that any of your information is incorrect, please contact us
- Ask that your personal data is deleted where there is no reason for us to hold it any longer
- Ask that the processing of your data is limited when possible
- Say no to your personal data being used in some circumstances
- If we rely on your consent, you have the right to withdraw this consent at any time

[delete if academy school] In England, schools are regulated by The Education (Pupil Information) (England) Regulations 2005. Parents can apply in writing to the school to view their child's education record or receive a copy within 15 school days. In England, this right only applies to all local authority schools, and all special schools, including those which are not maintained by a local authority.

## **Information Commissioner's Office (ICO)**

If you are worried about the way the School is collecting or using your personal data, you can raise a concern with School's Data Protection Officer with the details provided above or the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

## **8. What data is collected on this site?**

### **Cookies Policy**

The School is committed to providing you with the best online experience while visiting our website(s). As part of this process, we use cookies to collect data about your behaviour online while you are on our sites, and we also track information about the number of times our site is visited and the number of people who return to our site. Cookies are not computer programs and cannot contain viruses. For more information on how they work please follow this link:

<http://www.google.co.uk/policies/technologies/cookies/>

### **How we use cookies**

Our site does not use any invasive cookies on our site to collect your personal information. We use industry standard third party cookies such as **Google Analytics** to track your behaviour online and gain statistical information in the following ways:

- We track the number of visits to our website
  - We store a cookie on your **PC for 2 years** which is linked to your IP address this allows us to track whether you return to our site.
  - If you share your computer, we advise that you select the 'Don't remember my details.'
- When you visit our site, you can refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies.**

If you wish to learn more about cookies in general and how to manage them, visit

<http://www.aboutcookies.org/>

<http://www.allaboutcookies.org/>

Google ([see how Google uses cookies and why](#))

#### **9. Where can you find out more information?**

If you would like to find out more information about how we use and store your personal data please visit our website and download our Data Protection Policy.

#### **10. Changes to our privacy notice**

We keep our privacy notice under review and we will place any updates on this webpage. This privacy policy was last updated in April 2022.

## Appendix 1

In addition to the organisations mentioned above, we also use suppliers to help us to carry out our functions as a school.

Personal data	Supplier/service	Reason why it is processed	Lawful basis
All pupil data included in the Common Transfer File; i.e. registration, attendance, basic identifiers, parent information, medical and dietary information, consents received for pupil.	SIMS	School's information management system	Legal obligation Public task duty
Safeguarding Information	CPOMS	Safeguarding log/behaviour/communication	Public task duty
Parent and pupil basic identifiers, parent , phone number.	SIMs Pay	Provision of payments within school, electronic communications directly to parent email/phone	Public task duty
Basic identifiers (name, email of parent)	Class Dojo	Providing a learning journal for pupils	Public task duty Consent for group photographs Substantial public interest for special schools sharing health information.
Basic identifiers, DOB, SEN information, class, attainment and assessment information	SOLAR	Tracking pupil assessments	Legal obligation
Basic identifiers for parents (name/email)	Edenred	Providing free school meal vouchers	Public task duty
All pupil/staff/parent information	Admin IT - CCC	Providing IT support to curriculum and admin	Legal Obligation Public task duty
All Pupil Staff parent information	Wonde	Data extraction service to allow accurate migration of information from the school's MIS to third party suppliers.	Public task
Staff/Parent/Pupil/Visitor information such as name, car registration and photograph	my.signinapp.com	Stores information of those on the school site	Legal obligation Public task duty
All Pupil Staff Parent information	Microsoft Applications: Outlook 365 OneDrive	Outlook 365 for email correspondence	Public task duty

	SharePoint	OneDrive for secure storage and remote access SharePoint for sharing and receiving files that hold minimal data	
Basic identifiers, photograph	Webanywhere	Provision of the school's webpage	Public task Consent for photographs
Basic identifiers of pupils- name, DOB, gender, UPN number, class/ year group, social and emotional assessment information Staff name and email address	Thrive on-line	For assessment and teaching of social and emotional development	Public task duty
Staff basic identifiers – email address Parents – name/email address, pupils, gender, classes, student IDs, admission numbers and parent contact details.	Studybugs	Attendance recording	Public task duty