

Privacy Notice – Linwood School

This document explains what information will be held about your child, how it will be held and processed by Linwood School. You can find a full version of this document on our website at https://linwood.bournemouth.sch.uk/linwood/files/2018/05/Privacy_Notice_Bmth-Schools_for_pupils.pdf

You can also find out about the General Data Protection Regulations and Data Protection Act 2018 and your rights on the Information Commissioners Website www.ico.org.uk .

How we use your personal information

Within School, we use pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to have relevant medical information on each child
- to have emergency contacts for each child
- to assess the quality of our services
- to comply with the law regarding data sharing, including sharing data with the local authority and Department for Education.

Information about our pupils that we hold will include personal information (such as name, unique pupil number, date of birth 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, Special Educational Needs information, Behavioural information (such as exclusion details, positive rewards), relevant medical information and Post 16 learning information .

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Who we share pupil information with

We routinely share pupil information with schools that the pupils attend after leaving us, our local authority, the Department for Education (DfE), Catering and Free School Meal Providers and the School Nurse and School Healthcare Professionals. We may also share basic pupil data with the following in order to set up Teaching & Learning websites for pupils to use at home and our text messaging service for parents.

We are required by law to pass certain information about our pupils to our Local Authority and The Department for Education.

If you need more information about how the Local Authority or Department for Education collects and uses your information, please visit:

- The Department for Education website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- The Local Authority website at <https://bournemouth.gov.uk/Privacy/ChildrensInformationServicePrivacyNotice.aspx>

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority Youth Support Service Team (14-19 Team) as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Requesting access to your personal data

Under data protection legislation, 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 Mrs Verity McAuley, Data Protection Officer at Linwood School, Alma Road, Bournemouth BH9 1AJ.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. You can contact Mrs Verity McAuley, Data Protection Officer at Linwood School, Alma Road, Bournemouth BH9 1AJ.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Information Commissioner

For further information about Information Rights legislation, please contact the Information Commissioner's Office at www.ico.org.uk or by telephone **0303 123 1113**.