How we use your Personal Data!

What is Personal Data?

"Personal Data" is information about you! It's how we can identify you, and it's also information about you that may help to support you.

What Personal Data do we have in school and why do we need it?

We will keep basic information about you, such as your name and age, so we can ensure you're in the correct class.

We also keep your parent or carer's contact details, so we can inform them of what is going on in the school, keep them up to date with your progress, and get hold of them in an emergency if necessary.

It is also important that we know anything about you that could mean we need to provide specialist support, to ensure that you're safe and fully supported in school. This would include any religious preferences, health conditions or allergies you may have.

Do we need to ask your permission to access your Personal Data?

There are times that we may ask for your permission to process your personal data. This is because whether or not we use your personal data in this manner is entirely up to you. Examples of where we would ask your permission is if we want to take photos or videos, and if we want to capture your fingerprint for cashless payments.

However, providing you with an education and keeping you safe while we do so is our legal obligation, so where we are using your personal data for this purpose, we don't need to ask your permission, as long as you are informed about what we're doing and why.

Where do we get your Personal Data from?

Some of your Personal Data is provided to us from the council, who get it from your parents or carers when they first applied for you to begin school. We also get information directly from your parents or carers, and sometimes directly from you. Your previous school will also have provided us with information about your education and attendance with them.

In very rare circumstances, we may receive information about you from the council or your Doctor, where they feel the information can help to better support you.

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Who else could see your Personal Data?

When you leave us and move to a new school, we will send your new school copies of the information we hold about you, so they can ensure you get the best support you need.

Our local council and the government's "Department for Education" (DfE), have a legal requirement to ensure students are attending school. As a school, we are required to send your attendance information to both the council and the DfE to prove this attendance.

The NHS provides pupils with certain health checks and immunisation programmes through the school. We will give them your basic identifiers, so they can arrange these programmes. Further details will be provided by the school nursing team when these happen.

There are occasions when we may pass information about you to the council or to your Doctor, where we believe you may benefit from additional support they can provide. You and your family will be informed if this is happening, except in very exceptional circumstances, where it wouldn't be in your best interest to do so.

The school also uses a number of computer systems and web-based apps to support your education or to simplify our office processes. Your Personal Data is likely to be within these system databses, and we will tell you about these. But rest assured we make sure your data is protected, and that the systems can't misuse your information.

How long do we keep your Personal Data for?

Your basic identifiers and contact details are only kept for as long as they're still needed, which is normally while you remain in the school.

A copy of your education record is kept until you turn 21 (25 if you have special educational needs). If you leave us to go to a different school, the copy of your educational file will be passed to your new school, and we will no longer hold this.

There are certain other records that we legally have to keep for different lengths of time, for example accident forms or details of serious incidents. The school holds a full Retention Schedule, which details how long every record is kept for. You are welcome to look at this if you want to know how long something will be kept for.

How can you ask questions about your Personal Data?

You have a number of "Rights" when it comes to your personal data, including seeing what information we have about you, and correcting it if it's wrong. You can also change your mind and "Revoke your consent" if we've asked your permission to do something.

If you have any questions at all about your Personal Data and how it's used in the school, you can contact the school office, or our Data Protection Officer: i-West@bathnes.gov.uk