



Brakenhale School



Privacy Notice



Privacy Notice

Students, Parents/Carers, Staff and Governors are all part of Brakenhale School. As required by data protection law, this privacy notice explains how we use the information that we hold and what we do with it. The information is called 'personal data' or 'personal information'.

Who we are

You already know that our school is called Brakenhale School and that it is part of the Greenshaw Learning Trust and we have to tell you that the Greenshaw Learning Trust is the organisation which is in charge of your personal information. This means that the Greenshaw Learning Trust is called the Data Controller.

The postal address of the Greenshaw Learning Trust is;

Grennell Road

Sutton

SM1 3DY

Alternatively you can email the Trust at info@greenshawlearningtrust.co.uk

If you want to discuss, correct or update your personal information you should contact the school directly. You can leave a letter at reception or send one by post to:

Mrs S Best - Office Manager

Rectory Lane

Bracknell

RG12 7BA

Telephone Number: 01344 423041

For students, parents/carers

How we use student information

The Greenshaw Learning Trust collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We use this personal data to:

- support student learning
- monitor and report on their progress
- celebrate the success of students who have shown effort and commitment to their educational progress
- provide appropriate care for students
- assess the quality of our services
- comply with the law about sharing personal data
- enable us to access Show My Homework (SMHW) and Class Charts as well as other software packages
- communicate via Schoolcomms and the School Gateway our communication management platform (to send emails and text messages)
- access ParentPay, our EPOS (electronic point of sale service provider for cashless catering)
- to enable students to select subject options and parents to confirm these options via Capita Sims

This information will include student contact details, national curriculum assessment results, attendance information, any exclusion information, where students go after they leave us and personal characteristics such as ethnic group, any special educational needs they may have as well as relevant medical information. We will also use photographs of students in accordance with the permissions indicated by them on the student registration form.

For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.

The use of student information for these purposes is lawful for the following reasons:

- The Greenshaw Learning Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard students.
- It is necessary for us to hold and use student information for the purposes of our functions in providing schooling and so we can look after our students. This is a function which is in the public interest because everybody needs to have an education. This means we have a real and proper reason to use student information.

- We will not usually need student consent to use their information. However, if at any time it appears to us that we would like to use their personal data in a way which means that we would need their consent then we will explain to them what we want to do and ask them for consent. This is most likely to be where we are involved in activities which are not really part of our job as a Trust but we are involved because we think it would benefit our students. If students give their consent, they may change their mind at any time. If we think that they will not understand what we are asking then we will ask their parent or carer instead. Usually, we will involve their parents even if they can make their own decision.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for students/parents to provide it, whether there is a legal requirement on the Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

When we give student information to others

Once our students reach the age of 13, the law requires us to pass on certain information to Bracknell Forest Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/carers can request that **only** their child's name, address and date of birth be passed to Bracknell Forest Council by informing Mrs S Best, Office Manager. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website

www.gov.uk/government/policies/young-people

Brakenhale School will share basic student information (eg.name, age) with careers guidance services where appropriate, to meet the needs of individual students. For any specific requirements for outside events or agencies we will request consent from parents/carers.

We will not give information about our students to anyone without their consent unless the law and our policies allow us to do so. If students want to receive a copy of the information about them that we hold, please contact:

Mrs S Best - Office Manager
Rectory Lane
Bracknell
RG12 7BA
Telephone Number: 01344 423041

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our students to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about students that we give to them with other people or organisations. This will only take place where the law, including the law about data protection, allows it.

The National Pupil Database (NPD)

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

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

To find out more about the NPD, go to [National pupil database: user guide and supporting information - GOV.UK](#)

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data.

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information to, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the DfE: <https://www.gov.uk/contact-dfe>

We will also normally give information about students to their parents or main carer. Where appropriate, we will listen to the student's views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

We will also disclose student personal data to:

- Their new school if they move schools;
- Disclosures connected with SEN support – e.g. Speech and Language Therapy Service, Occupational Therapy Service, Educational Psychology Service, etc;
- Assessment Tracking Software;
- School nurse;
- School Counsellor;
- CAMHS (Child and Adolescent Mental Health Service).

The information disclosed to these people/services may include sensitive personal information about students. Usually this means information about their health and any special educational needs or disabilities which they have. We do this because these people need the information so that they can support students.

Our disclosure of student personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our students and protect them from harm.
- It is necessary for us to disclose student information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing student information because it is necessary in order to provide our students with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose student information. However, if at any time it appears to us that we would need consent, then this will be sought before a disclosure is made.

It is in the vital interests of students for their personal information to be passed to these people or services. We will ask students for consent once we think that they can understand what we are asking. This is because the law requires us to ask students if they can understand. Normally, we involve parents too. By law we won't need their consent if the student can give it but parents like to be involved because it is part of looking after their children. Before a student is old enough to understand we will ask their parents to consent for them.

We do not normally transfer student information to a different country which is outside the European Economic Area. This would only happen if one of the student's parents lives abroad or if the student moves to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer the student's information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to the student and their parents about it and make sure that they are happy for us to send the student's information. As this is not something we normally do and we don't know which country we might need to send the information to, we cannot tell a student more about it now but if we want to transfer their data to a different country then we will tell them whether or not we think it is safe and why we have decided that.

How long we keep student information

We only keep student information for as long as we need to or for as long as the law requires us to. Most of the information we have about students will be in their student file. We usually keep these until the student's 25th birthday (or until their 35th birthday in the case where a student has a statement for educational needs) unless the student moves to another school in which case we send their file to their new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and can be found at: www.greenshawlearningtrust.co.uk

Your rights

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy, which can be found at: www.greenshawlearningtrust.co.uk

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 1231113 (local rate)

01625 545 745 (national rate number)

