

## Introduction

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, Bedfordshire Schools Trust (BEST), are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Craig Smith, Chief Operating Officer (see 'Contact us' below).

## The personal data we hold

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, the local council and the government.

This information includes:

- Your contact details
- Your characteristics, like your ethnic background, language, nationality, country of birth or any special educational needs
- Your test results
- Any additional needs you may have
- Your attendance and behaviour records
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Any information required to keep you safe
- Photographs
- CCTV images
- Biometrics (such as fingerprint etc)

We may also collect other information about you if you decide to join us on a trip or visit. This might include your parents or carers contact details, passport number or health information.

We may also hold information sent to us by other organisations, including other schools, local authorities and the Department for Education.

If you would like any further details about the information we hold on you, please contact the Data Protection Lead for your school (see 'Contact us' below).

## Why we use this data

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

- Get in touch with you and your parents or carers when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing including health
- To enable use of our biometric food and library systems (not in all our schools)
- For marketing purposes including websites, prospectus and social media
- To celebrate your achievement
- To comply with the law

# Privacy Notice for Pupils (How we use pupil information)



## Our legal basis for using this 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)

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 reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

## Collecting this information

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.

## How we store this data

We will keep personal information about you while you are a pupil at our schools. We may also keep it after you have left the school, where we are required to by law.

We have a record retention schedule within our GDPR policy, which sets out how long we must keep information about pupils. This policy is available on the Trust website [www.bestacademies.org.uk/legal/](http://www.bestacademies.org.uk/legal/).

The record retention schedule is based on the Information and Records Management Society's toolkit for schools.

## Who we share your 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 your personal data with:

- Our local authority – to meet our legal duties to share certain information such as concerns about pupils' safety and exclusions
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator (the organisation or "watchdog" that supervises us), Ofsted
- Suppliers and service providers (including online system suppliers) – so that they can provide the services we have contracted them for
- Central and local government
- Our auditors
- Survey and research organisations

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- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Further education provider / next school (including all entities of BEST)

Please note that trainee teachers will be treated as staff whilst they complete their placement with us and therefore have access to the same information. Trainee teachers will not include any personally identifiable data within their course work, and sign a confidentiality agreement prior to commencing their placement. If the trainee wishes to include personally identifiable data, they must seek the consent of the parent/carer and, if appropriate, pupil.

### Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to our local authority and/or youth support services provider, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to your name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to you once you reach the age 16.

Once you reach the age of 16, we share certain information about you with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds.

This enables them to provide services as follows:

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

For details of how long we store this information and how it is disposed of, see the retention schedule in our GDPR policy [www.bestacademies.org.uk/legal/](http://www.bestacademies.org.uk/legal/).

For more information about services for young people, please visit our local authority website.

# Privacy Notice for Pupils (How we use pupil information)



## Department for Education (DfE)

The Department for Education (a government department) collects information about you from schools and local authorities. We are legally required to share this information. For more information, please see 'How Government uses your data' section.

## 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.

## Requesting access to your personal data

Under data protection legislation, you and your parents have the right to request access to information we hold about you. To make a request or find out more information about what rights you have concerning the information we hold on you, contact the Data Protection Lead (DPL) for your school – see 'Contact us' section for details.

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Craig Smith, Chief Operating Officer, BEST  
**Telephone:** 01462 413511  
**Email:** [DPO@bestacademies.org.uk](mailto:DPO@bestacademies.org.uk)

For general school specific queries, please contact the Data Protection Lead for the school:

School	Contact	Telephone Number	Email
Samuel Whitbread Academy	Ian Butler	01462 629900	SWA-DPL@bestacademies.org.uk
Etonbury Academy	Victoria Lockey	01462 730391	ETA-DPL@bestacademies.org.uk
Robert Bloomfield Academy	Vincent Holmes	01462 628800	RBA-DPL@bestacademies.org.uk
St Christophers Academy	Rebecca Tootell	01582 500960	SCA-DPL@bestacademies.org.uk
Gothic Mede Academy	Nicola Davis/ Michael Warlow	01462 732002	GMA-DPL@bestacademies.org.uk
Gravenhurst Academy	Carol Davison	01462 711257	GHA-DPL@bestacademies.org.uk
Langford Village Academy	Sonia Singh	01462 629000	LVA-DPL@bestacademies.org.uk
Lawnside Academy	Clare Webb	01767 312313	LSA-DPL@bestacademies.org.uk
Pix Brook Academy	Indie King-Mand	TBC	PBA-DPL@bestacademies.org.uk
BEST Nurseries	Mrs H Hudson	01462 815637	Nursery-DPL@bestacademies.org.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.

# Privacy Notice for Pupils (How we use pupil information)



## How Government uses your data

We are legally required to share information with the Department for Education (government department) through data collections:

- to help them calculate school funding as it is based upon the numbers of children and their characteristics in each school
- to inform education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures)
- to support research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

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

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

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