



# Blackfen School for Girls

Raising aspirations - releasing potential

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To All Parents/Carers

## GDPR Privacy notice for students and their families

Blackfen school is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third party processor. However, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Blackfen school upholds are imposed on the processor.

Gary Morgan is the data protection officer. His role is to oversee and monitor the school's data protection procedures and to ensure that they are compliant with the GDPR. The data protection officer can be contacted at [gmo@blackfen.bexley.sch.uk](mailto:gmo@blackfen.bexley.sch.uk).

### Why do we collect and use your information?

Blackfen school holds the legal right to collect and use personal data relating to students and their families. We may also receive information regarding students from their previous school(s), LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and in UK law, including those in relation to the following:

- Article 6 (1)(c) and Article 9(2)(b) of the GDPR
- Section 537A of the Education Act 1996
- Regulation 5 of The Education (Information about individual students) (England) Regulations 2013.

Personal data on students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To support students in deciding what to do on leaving school

### Which data is collected?

The categories of student information that the school collects, holds and shares include:

- Personal information e.g. names, unique students number and contact details
- Characteristics e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information e.g. sessions attended, number of absences and absence reasons
- Assessment information
- Information relating to SEND
- Behavioural information e.g. number of fixed term exclusions
- Relevant medical information



Whilst the majority of the personal data you provide to the school is mandatory, some of it is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **Storing student information**

Personal data relating to students at Blackfen school is stored in line with the GDPR policy.

Data is not stored indefinitely and data is only stored for as long as is necessary to complete the task for which it was originally collected. We hold student records on our management information system, and sometimes on paper, until the student reaches the age of 25, after which they are safely destroyed.

There are strict controls on who can see student information. We will not share data if you advise us that you do not want it shared unless it is the only way we can make sure the student stays safe and healthy or we are legally required to do so.

### **Who do we share information with?**

The school is required to share students' data with the DfE under regulation 5 of The Education Regulations 2013.

We routinely share student information with:

- Schools or colleges that students attend after leaving Blackfen
- The Local Authority (the student's home LA) and their commissioned providers of services
- The DfE

The National Pupil Database (NPD) is managed by the DfE and contains information about students in schools in England. Blackfen school is required by law to provide information about our students as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our students from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

### **Aged 14+ qualifications**

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

### **What is different for students aged 13+?**

At the age of 13 we also pass student information to 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 under section 507B of the Education Act 1996.



We must provide both student and their parent(s)/carer(s) name(s) and address, and any further information relevant to the support services' role; this will include telephone contact details.

This enables the local authority to provide services as follows:

- youth support services
- careers advice and guidance

A parent/carers can request that only their child's name, address and date of birth is passed to their local authority or provider of youth services by informing us. This right is transferred to the child once they reach the age of 16.

### **Requesting access to your personal data**

Under data protection legislation, parents and students 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 [admin@blackfen.bexley.sch.uk](mailto:admin@blackfen.bexley.sch.uk).

You have the right to:

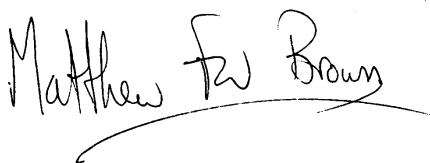
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Blackfen is collecting or using your personal data, you should raise your concern with the school first or directly with the Information Commissioner's Office (ICO). The ICO can be contacted at <https://ico.org.uk/concerns/> or on 0303 123 1113.

If you would like to discuss anything in this privacy notice, please contact me at the school.

Yours faithfully



**Matthew Brown**  
**HEAD TEACHER**