GDPR Privacy Notice for Parents/Carers

Who processes your information?

Bursar Primary Academy is the data controller of the personal information you provide to us. This means the Academy determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Siobahn Sylvester acts as a representative for the Academy with regard to its data controller responsibilities.

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 Academy to share your data. Where the Academy outsources data to a third party processor, the same data protection standards that Bursar Primary Academy upholds are imposed on the processor.

Maxine Call (School Business Manager) is the Data Protection Officer. Their role is to oversee and monitor the Academy's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted through the Academy 01472 691798 or email sbm@bursar.het.academy

Why do we collect and use your information?

Bursar Primary Academy holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous Academy, 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 UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

Which data is collected?
The categories of pupil information that the Academy collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free Academy meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the Academy is mandatory, some is provided on a voluntary basis. When collecting data, the Academy will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the Academy 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.

How long is your data stored for?
Personal data relating to pupils at Bursar Primary Academy and their families is stored in line with the Academy's GDPR Data Protection Policy.

In accordance with the GDPR, the Academy does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?
The Academy is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in Academies in England. Bursar Primary Academy is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the Academy census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP 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 NDP is maintained.

Bursar Primary Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so. The Academy routinely shares pupils' information with:

- Pupils' destinations upon leaving the Academy
- The Local Authority
- The NHS
- The DfE

What are your rights?
Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Bursar Primary Academy uses your personal data.
- Request access to the personal data that Bursar Primary Academy holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed

Where 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 Bursar Primary Academy is collecting or using your personal data, you can raise a concern with the Academy.