



GDPR privacy notice for learners and their families

All schools are currently required to inform learners and their families about how their personal data may be collected and used. This requirement will remain once the General Data Protection Regulation (GDPR) comes into effect on 25 May 2018. This document is designed to communicate how we process personal data relating to learners and their families.

Who processes your information?

Braidwood Trust School for the Deaf 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 learners and their families is to be processed. Monica Lewis acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 0121 464 5558 or m.lewis@braidwood.bham.sch.uk.

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 Braidwood Trust School for the Deaf upholds are imposed on the processor.

The role of data protection officer (DPO) is fulfilled through the school agreement with SIPS through their representative Sue Courtney Donovan. Their role is to oversee and monitor the school's data processing practices. This individual can be contacted on **0121 296 3000** or **enquiries@sipseducation.co.uk** If you have any queries pertaining to how the school processes data please feel free to contact the school in the first instance.

Why do we collect and use your information?

Braidwood Trust School for the Deaf holds the legal right to collect and use personal data relating to learners and their families, and we may also receive information regarding them from their previous school, 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
- Section 3 of The Education (Information About Individual Learners) (England) Regulations 2013

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

- To carry out a public task in order to carry out our official function of education and safeguarding

e.g.

- To support learning
- To monitor and report on learner progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To fulfil our responsibility as the contract holder for staff employed by the school

Which data is collected?

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

- Personal information – e.g. names, learner numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school 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 school is mandatory, some is provided on a voluntary basis. When collecting data, the we 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.

How long is your data stored for?

Personal data relating to learners at Braidwood Trust School for the Deaf and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school 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 school is required to share learners' data with the DfE on a statutory basis, this includes the following:

The National Learner Database (NPD) is managed by the DfE and contains information about learners in schools in England. Braidwood Trust School for the Deaf is required by law to provide information about our learners to the DfE 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 learners 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.

Braidwood Trust School for the Deaf will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares learners' information with:

- Learners' destinations upon leaving the school
- The Local Authority
- The NHS
- The DfE

Once our learners reach the age of 13, we are required by law to pass on certain information to our Local Authority. We may also share specific personal data of learners, who are aged 16 and over, with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all learners and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the Local Authority, by informing school Strategic Business Manager, Monica Lewis via email or letter. Once learners reach 16 years of age, this right is transferred to them, rather than their parents.

We are also required to pass certain personal information to careers services once learners reach the age of 16. The information accessible by careers services includes learner names, addresses, qualifications, special educational needs and destinations.

What are your rights?

Parents and learners have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about Braidwood Trust School for the Deaf uses your personal data.
- Request access to the personal data that Braidwood Trust School for the Deaf 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 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 Braidwood Trust School for the Deaf and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information? If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (www.braidwood.bham.sch.uk) or download our GDPR Data Protection Policy.

Declaration

I, _____, declare that I understand:

- Braidwood Trust School for the Deaf has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Braidwood Trust School for the Deaf may share my data with the DfE, and subsequently the LA.
- Braidwood Trust School for the Deaf will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Braidwood Trust School for the Deaf will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name: _____

Signature: _____

Date: _____