



**Veritas Educational Trust  
Bishop Ramsey Church of England School**

**PRIVACY NOTICE**

Bishop Ramsey Church of England School is part of the Veritas Educational Trust.

Veritas Educational Trust, Hume Way, Ruislip, Middlesex HA4 8EE, is the Data Controller for the purposes of The Data Protection Act 2018/General Data Protection Regulation. As a public body, we have appointed Ms Claire Mehegan of The London Diocesan Board for Schools (LDBS) as our Data Protection Officer (DPO). Ms Mehegan can be contacted via e-mail: [claire.mehegan@london.anglican.org](mailto:claire.mehegan@london.anglican.org)

We collect information/data from you and may also collect and hold data about you from other organisations, including other schools, local authorities and the Department for Education.

**The categories of student and parent information that we collect, hold and share include:**

- Personal information (names, addresses, telephone numbers, email addresses)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal/Pupil Premium eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Student assessment, behavioural/exclusion, admissions, examination scripts and marks
- Medical information
- Special Educational Needs information (including EHCP's, statements, applications for support, care or support plans)
- Post 16 learning information
- Photographs (for internal safeguarding and security purposes, school newsletters, medical or promotional purposes)
- CCTV images
- Payment details.

**Why we collect and use this information (data)**

We hold this personal information (data) and use it to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral and/or medical care
- Assess the quality of our services
- Comply with the law regarding data sharing
- For safeguarding and student welfare purposes
- To administer admissions waiting lists
- For research purposes
- To inform you about events and other things happening in the school.

**The lawful basis on which we use this information**

Veritas Educational Trust obtains and processes data fairly and lawfully by informing all data subjects of the reasons for data collection, the purposes for which the data is held, the likely recipients of the data and the data subject's right of access.

More information on the data subject's rights (known as Principle 6) is available on the following website <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>

Our lawful basis for collecting and processing student information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- (a) Data subject gives consent for one or more specific purposes
- (c) Processing is necessary to comply with the legal obligations of the controller
- (d) Processing is necessary to protect the vital interests of the data subject.
- (e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

Our lawful basis for collecting and processing your information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- (a) The data subject has given explicit consent
- (b) It is necessary to fulfill the obligations of controller or of data subject
- (c) It is necessary to protect the vital interests of the data subject
- (d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- (i) It is in the public interest.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting student information**

Whilst the majority of student information you provide to us is mandatory, some of it is provided to use on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

### **Storing and processing student data**

The retention period for student information is based on their date of birth plus 25 years. A student's data will then follow them if they transfer to another school.

Everyone responsible for using the personal data of others at Bishop Ramsey Church of England School has to follow strict rules called 'data protection principles'. They must make sure the information is:

- Used fairly and lawfully
- Used for limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive
- Accurate
- Kept for no longer than is absolutely necessary
- Handled according to people's data protection rights
- Kept safe and secure
- Not transferred outside the UK without adequate protection.

Please refer to the Trust's Records Management Policy and Records Retention Schedule for more detail. Both of these documents are available on our website: <http://www.bishopramseyschool.org/>

## Who we share student information with

We routinely share student information with:

- Schools that the students attend after leaving us
- Our local authority
- The Department of Education (DfE)
- Suppliers and service providers to enable them to provide the service we have contracted them for
- Our auditors
- Professional advisors and consultants
- Charities and voluntary organisations
- Professional Bodies
- Police Forces/courts/tribunals
- Survey and research organisations
- The School Nurse(s)
- The NHS
- Other agencies: Standards and Testing Agency, Joint Council for Qualifications, Ofsted, Education and Skills Funding Agency, Department of Health (DfH) and the Primary Care Trust (PCT).

All these agencies are Data Controllers for the information they hold and receive and will have their own Privacy Notice.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department of Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## 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) please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## Youth support services

### Students aged 13+

Once our students reach 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.

This enables them to provide services as follows:

- Youth support services
- Careers advisers.

A parent/carer can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age of 16.

## **Students aged 16+**

We also share certain information about students aged 16+ 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 under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Post 16 education and training providers
- Youth support services
- Careers advisers.

For more information about services for young people, please visit our local authority website: [www.hillingdon.gov.uk/schools](http://www.hillingdon.gov.uk/schools)

## **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. 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 pupils 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 NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils 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 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 pupil 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 pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold, through a Subject Access Request.

Students can make subject access requests for their own personal data, provided that, in the reasonable opinion of the school, they have the maturity to understand the request they are making. Students aged 13 or over are generally assumed to have this level of maturity. All subject access requests from students will therefore be considered on a case by case basis.

A person with parental responsibility will generally be expected to make a subject access request of younger students. A student of any age may ask a parent or other representative to make a subject access request of their behalf.

To make a request for your personal information, or be given access to your child's educational record, please contact the school via e-mail to: [GDPR@bishopramseyschool.org](mailto:GDPR@bishopramseyschool.org) or in writing to the school, marked clearly as a GDPR Subject Access Request.

You also 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

We take any complaints about our collection and use of personal information very seriously.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance, using the GDPR request e-mail address as given above or in writing to the school marked clearly as a GDPR query. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## Contact

If you would like to discuss anything in this Privacy Notice or have any questions or concerns, please contact our Data Protection Officer:

Ms Claire Mehegan  
The London Diocesan Board for Schools (LDBS)  
e-mail: [claire.mehegan@london.anglican.org](mailto:claire.mehegan@london.anglican.org)