



## **Birchwood High School**

### **Privacy Notice – Students and Their Families**

#### **1. Who We Are**

Birchwood High School is the **data controller** for the personal data we process about pupils and their families. This means we decide how and why personal information is used.

For the purposes of this notice, *families* refers to parents, carers, guardians and any other individuals listed as emergency contacts or points of contact for a pupil. It is the responsibility of the person providing contact details to ensure that those individuals are aware of this privacy notice.

#### **Contact details**

**Data Protection Officer (DPO):** Charles Gilbank

**Email:** [dpo@birchwoodhigh.org.uk](mailto:dpo@birchwoodhigh.org.uk)

**Telephone:** 01279 655936

**Address:** Parsonage Lane, Bishop's Stortford, CM23 5BD

#### **2. What Personal Data We Collect**

We may collect and process personal data about pupils and, where relevant, their families, including:

##### **Pupil Information**

- Name, contact details, contact preferences and date of birth
- Identification documentation
- Admission and enrolment information
- Attendance records
- Pupil and curricular records
- Results of internal assessments and externally set tests
- Characteristics such as ethnicity, language, special educational needs and disabilities



- Behaviour, exclusion and safeguarding information
- Information about pastoral care and support provided
- Medical information, including physical and mental health details where relevant
- Photographs and video recordings
- CCTV images captured on school premises

### **Family and Contact Information**

- Names and contact details of parents, carers and emergency contacts
- Relationship to the pupil
- Communication preferences

We may also receive personal data about pupils from other organisations, including previous schools, local authorities and the Department for Education.

CCTV is used for the purposes of site security, safeguarding pupils and staff, and the prevention and detection of crime. Appropriate signage is displayed on school premises. CCTV recordings are retained for a limited period in line with our Data Retention Policy and accessed only by authorised staff or law enforcement where lawful.

We only collect personal data that is necessary for the purposes set out in this notice.

### **3. Why We Use This Data**

We use pupil and family personal data to:

- Support pupil learning and development
- Monitor, assess and report on pupil progress and attainment
- Provide appropriate pastoral care and support
- Safeguard pupils and promote their welfare
- Manage admissions, attendance and behaviour
- Communicate effectively with families
- Assess and improve the quality of our educational services



- Carry out research and statistical analysis
- Comply with legal, safeguarding and data-sharing obligations

#### **4. Lawful Bases for Processing (UK GDPR Article 6)**

We process personal data under one or more of the following lawful bases:

- **Legal obligation (Article 6(1)(c))** – to comply with education, safeguarding and child protection law
- **Public task (Article 6(1)(e))** – where processing supports the school's statutory duties to provide education
- **Vital interests (Article 6(1)(d))** – where processing is necessary to protect a pupil or another individual from serious harm
- **Consent (Article 6(1)(a))** – where required for specific activities, such as certain uses of images

Where consent is relied upon, it may be withdrawn at any time.

Where consent is withdrawn, this will not affect the lawfulness of processing carried out before withdrawal. Withdrawal may mean that a pupil cannot participate in certain activities that rely on consent, such as use of images in publications.

#### **5. Special Category and Criminal Offence Data**

Some of the personal data we process about pupils is classed as special category data, including:

- Health and medical information
- Special educational needs and disability information
- Ethnic origin or language information
- Safeguarding information

We process this data only where lawful and necessary, for example to meet safeguarding duties, provide appropriate education and support, or comply with legal obligations.

Appropriate safeguards are always applied.



## 6. Who We Share Your Data With

We may share pupil and family personal data where necessary and lawful with:

- Local authorities
- The Department for Education
- Other schools or educational settings
- Health and social care services
- Safeguarding partners and statutory agencies
- Examination and assessment bodies
- Approved suppliers and service providers supporting school operations

We do not sell personal data and do not share it for marketing purposes.

We are required by law to share certain pupil information with the Department for Education (DfE), including census and statutory return data. This data sharing supports education policy, funding and monitoring.

## 7. International Transfers

We do not routinely transfer pupil personal data outside the United Kingdom. Where international transfers are necessary, we ensure appropriate safeguards are in place in accordance with the UK GDPR and Data Protection Act 2018.

## 8. How Long We Keep Your Data

We retain pupil and family personal data only for as long as necessary for the purposes described in this notice and in line with our **Data Retention Policy**.

Retention periods are set in accordance with statutory guidance, including requirements issued by the Department for Education.



## **9. How We Protect Your Data**

We have appropriate technical and organisational measures in place to protect personal data against loss, misuse, unauthorised access or disclosure. These include secure systems, access controls, staff training and safeguarding procedures.

If we intend to use personal data for a new or additional purpose, we will inform you in advance.

## **10. Automated Decision-Making**

Birchwood High School does not use automated decision-making, including artificial intelligence, where decisions would have a legal or similarly significant effect on pupils or their families.

## **11. Your Data Protection Rights**

Under data protection law, pupils and their families have the right to:

- Request access to personal data (subject access request)
- Request correction of inaccurate or incomplete data
- Request erasure or restriction of processing in certain circumstances
- Object to processing, where applicable
- Request data portability, where relevant
- Object to automated decision-making
- Claim compensation for damage caused by a data protection breach

We assess a pupil's ability to exercise their rights on a case-by-case basis, considering age, maturity and understanding, in line with guidance on Gillick competence.



## **Subject Access Requests**

If you make a subject access request, we will respond without undue delay and within **one month**. Where a request is complex, this period may be extended by up to **two additional months**, and you will be informed if this applies.

Requests may be restricted or refused only where a specific exemption under the Data Protection Act 2018 applies. Where this happens, we will explain the reason and your right to complain.

## **12. Right to Complain**

If you have concerns about how we use personal data, please raise them with us in the first instance by contacting our Data Protection Officer.

You also have the right to complain to the Information Commissioner's Office (ICO):

### **Information Commissioner's Office**

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Website: [www.ico.org.uk](http://www.ico.org.uk)

Telephone: 0303 123 1113

## **13. Contact Us**

If you have any questions about this privacy notice or wish to exercise your rights, please contact:

**Data Protection Officer:** Charles Gilbank

**Email:** [dpo@birchwoodhigh.org.uk](mailto:dpo@birchwoodhigh.org.uk)

**Telephone:** 01279 655936