



**BRETHERTON ENDOWED CE
PRIMARY SCHOOL**

South Road
Bretherton
Lancashire

Tel/Fax (01772) 600431
Email: head@bretherton.lancs.sch.uk

Walking in the footsteps of Jesus with our Christian family, we learn, grow, achieve and flourish together in God's love.

PRIVACY NOTICE – GENERAL DATA PROTECTION REGULATION
(How we use pupil information)

This Privacy Notice is for Parents and Pupils of Bretherton Endowed CE Primary School to provide details of how information about pupils and their family is used in our school.

Bretherton Endowed CE Primary 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 pupils and their families is to be processed. Mrs Paula Carlyon acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01772 600431 or bursar@bretherton.lancs.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 Bretherton Endowed CE Primary School upholds are imposed on the processor.

Alison Moxham (Head Teacher) is the Data Protection Officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01772 600431 or Head@bretherton.lancs.sch.uk

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- Parents contact information such as address, mobile numbers, telephone numbers, email addresses and emergency contact details
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements and any NHS trusts and allied medical professionals)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any teacher assessments or relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- special educational needs and Disability Information
- Preferred characteristics such as being a vegetarian ; faith preference
- Trips and clubs
- School meals and Free school meals
- Catch up funding profile

Why we collect and use this information

- We collect and use pupil information, for the following purposes:
- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)

- to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
(j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research

Collecting pupil information

We collect pupil information via SIMS data collection sheet at the start of school and reviewed annually; common transfer file if moved to Bretherton from another school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)

In addition a number of third party companies that Bretherton Endowed uses to support curriculum education.

- NHS/School Nurse
- Children's Social Care
- Child Action North West
- Educational Psychologists – Lancashire and Private (Acorn Psychology)
- Ellen Howard- Dyslexia specialist
- Children and Family Wellbeing Service

- Specialist Dyslexia Teachers/Relax Kids practitioners/Educational Consultants
- Lancashire Child, Adolescent Mental Health Service (CAMHS)
- Lancashire Care NHS Trust
- Teachers2Parents/SchoolMoney
- School Trip and Residential Providers
- Spelling Shed/ maths shed (Edshed)
- Timestable rockstars
- Google classroom – Google learning platform in full
- Virtue technology (tech admin)
- Wonde – Sims links to website and learning
- Spelling frame
- West Lancs Sports Partnership/ other sports providers (Eg Dance teachers)
- Initiate Theatre
- Class Dojo
- Jigsaw platform
- Lancashire Mind
- Compass Bloom
- Kapow (Music scheme of work)
- Developing Experts (Science Scheme of work)
- Language Angels (French Scheme of work)
- Swimming coaches run through school
- 2 Simple software (inc Evidence me and Purple mash)
- Learning by Questions (LBQ)
- Read theory
- Boxall profile/ SEND reporting
- Local newspapers (photo data only)
- Myfoto (school photograph provider)
- Emile spelling platform
- Google/ office 365 system
- Our cluster of school (TARDIS – Tarleton and District)
- Wordpress writing blogs
- The ITDept (IT Support)
- Apple configurator – admin host of ipads in school
- School Spider website hosting
- The Hub before and after school club
- Enrichment sessions at local High Schools

Storing Pupil Data

We hold pupil data in line with the guidance set out in the Retention Schedule contained within the IRMS Toolkit for Schools. A copy of this Retention Schedule is available on request.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections. Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section.

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. To make a request for your personal information, or be given access to your child's educational record, contact The school office as the Data Processor and Head Teacher as Protection Officer.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 13th May

Further Information

If you would like to discuss anything in this privacy notice, please contact:

Alison Moxham - Data Protection Officer on behalf of the Governing Body

Paula Carlyon - Data Controller

Telephone: 01772 600431

Email: bursar@bretherton.lancs.sch.uk

Approved by:

The Governing Body

Date: 13th May 2025

Next review due by:

April 2026

Storing Pupil Data

We hold pupil data in line with the guidance set out in the Retention Schedule contained within the IRMS Toolkit for Schools. A copy of this Retention Schedule is available on request.

Who we share pupil information with

We routinely share pupil information (in varying degrees) with:

- Schools that the pupil's attend after leaving us
- Our Local Authority
- The Department for Education (DfE)
- NHS/School Nurse
- Children's Social Care
- Child Action North West
- Educational Psychologists – Lancashire and Private (Orange Psychology)
- Ellen Howard- Dyslexia specialist
- Children and Family Wellbeing Service
- Specialist Dyslexia Teachers/Relax Kids practitioners/Educational Consultants
- Lancashire Child, Adolescent Mental Health Service (CAMHS)
- Lancashire Care NHS Trust
- Teachers2Parents/SchoolMoney
- School Trip and Residential Providers
- Nessy Learning Platform
- Spelling Shed/ maths shed (Edshed)
- Timestable rockstars
- Discovery education/Espresso
- Google classroom – Google learning platform in full
- Virtue technology (tech admin)
- Wonde – Sims links to website and learning
- National Online Safety
- Spelling frame
- West Lancs Sports Partnership/ other sports providers (Eg Sale Sharks, Dance teachers)
- Initiate Learning
- Class Dojo
- Kapow (Music scheme of work)
- Developing Experts (Science Scheme of work)
- Language Angels (French Scheme of work)
- Swimming coaches run through school
- 2 Simple software (inc Evidence me and Purple mash)
- NFER Baseline assessment in EYFS
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- Local newspapers (photo data only)
- Myfoto (school photograph provider)
- Google/ office 365 system
- Our cluster of school (TARDIS – Tarleton and District)
- Wordpress writing blogs

- Lancashire tracker
- Showbie
- The ITDept (IT Support)
- Apple configurator – admin host of ipads in school
- WLSP online sports portal - succeedin
- School Spider website hosting
- The Hub before and after school club
- Enrichment sessions at local High Schools

Why we share pupil information

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

We share pupils' data with the Department for 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 pupils with our local authority (LA) and the Department for Education (DfE) under section 3 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) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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>

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 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.

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

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. To make a request for your personal information, or be given access to your child's educational record, contact Mrs Paula Carlyon, the Data Processor or Mrs Alison Moxham Data Protection Officer at Bretherton Endowed CE Primary School.

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

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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further Information

If you would like to discuss anything in this privacy notice, please contact:

Alison Moxham - Data Protection Officer on behalf of the Governing Body

Paula Carlyon - Data Controller

Telephone: 01772 600431

Email: bursar@bretherton.lancs.sch.uk

Approved by:

The Governing Body

Date: 9th May 2023

Next review due by:

April 2024