

## **Brandwood Community School Privacy Notice for Parents or Carers**

Brandwood School collects and holds personal information relating to learners and may also receive information about them from their previous school or nurseries, the local authority or the Department for Education (DfE). We use this personal data to:

- Support learning
- Keep children safe (food allergies, or emergency contact details)
- Monitor and report on pupil attainment progress
- Provide appropriate pastoral care
- Protect the welfare of learners
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing
- Meet the statutory duties placed upon us for the Department for Education (DfE) data collections

### **What is Personal Data?**

The categories of pupil information that we process include: (this list is not exhaustive)

- Contact details, contact preferences, date of birth, identification documents
- Safeguarding information (such as court orders and professional agencies)
- Assessment and attainment (such as key stage 1 and phonics results)
- Characteristics, such as: ethnicity, language, nationality, country of birth, free school meal eligibility, special educational needs [including the need and ranking] and disabilities, behaviour etc.)
- Medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs (if permission is granted)

Personal data is only collected and stored when it is necessary to comply with legal obligation or to perform an official task in the public interest. In other circumstances data may be collected once permission is obtained or to protect the vital interests of an individual. Where consent is obtained, it can be withdrawn at any time by parents or carers.

### **Collecting Information**

We collect pupil information from data collection forms, e.g. registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school].

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain information. The annual information collation form will be sent home with children in the summer term.

### **Sharing Information**

School may be required to share information with Bolton Local Authority or the Department for Education (DfE) under section 3 of the Education Regulations 2013. Some of this information is then stored in the National Pupil Database, which is owned by the DfE and contains information about learners who attend a school in England. This data is held in an electronic format and informs research and studies to improve education. All schools are required by law to provide information to the DfE as part of data collections such as the school census and early years' census.

We also routinely share pupil information with: schools that the pupils attend after leaving us, NHS and health authorities/providers, and external agencies

All data is collected securely from a range of sources including schools, local authorities and awarding bodies and is only shared with third parties subject to a strict approval process.

If it is necessary to transfer data internationally to a country outside of the European Economic Area, it will be done so in accordance with data protection law.

### **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Information Management Policy sets out how long we keep information about pupils. This policy can be found on our website, or a printed copy is available on request from the School Office.

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

We collect and use pupil information to enable us to run the school and provide education as permitted under Article 6(1) of the General Data Processing Regulation which permits processing for tasks carried out in the public interest or for our official functions and Article 9(2)(g) which permits processing of sensitive data which is necessary for reasons of substantial public interest. Under section 537A of the Education Act 1996 we are also required to submit school census returns, including a set of named pupil records and pupil information is collected and used for this purpose.

### **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 DfE either directly or via our local authority for the purpose of those data collections, under: section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **Over-claiming Hours**

In the case of over-claiming hours, we may be required to share the names of childcare settings that your child attends stating the amount of hours that are being claimed. This will only be shared with providers that your child is registered with.

### **Parent or Carer Rights**

Parents or carers have the right to make a 'subject access request' to gain access to personal information that the school holds about their child or children. The school has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone (answerphone) 0161 212 1682
- Email [data@globalpolicing.co.uk](mailto:data@globalpolicing.co.uk)
- Website [www.globalpolicing.co.uk/data](http://www.globalpolicing.co.uk/data)

To make a request for personal information or to be given access to the educational record of a learner, please contact the Chief Privacy Officer, Miss Vivien Lowe, at the school office (01204 333444) or email [office@brandwood.bolton.sch.uk](mailto:office@brandwood.bolton.sch.uk). Alternatively please contact our Data Protection Officer, Shane Williams, at Global Policing.

Under data protection law, parents or carers also have certain rights regarding how personal data about their child is used and kept safe including the right to:

- Object to the use of personal data if it would cause, or is causing, distress or damage
- Prevent information being used for marketing purposes
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Object to decisions being taken by automatic means by a computer or machine
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed
- Claim compensation for damages by a breach of the data protection regulations

We take complaints about our collection and use of personal information seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or if you have any other concern about data processing, we request you raise your concern with us in the first instance. Alternatively, you can contact the Commissioner's Office: 0303 123 1113, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### **Further information**

If you would like to discuss anything in this privacy notice, please contact our Shane Williams, Data Protection Officer at Global Policing via by email: [data@globalpolicing.co.uk](mailto:data@globalpolicing.co.uk). For any additional information please contact Vivien Lowe, School Business Manager, Brandwood Community School, email: [Office@brandwood.bolton.sch.uk](mailto:Office@brandwood.bolton.sch.uk).

### **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 16th October 2025

### **Useful Links**

For information about the data we share with the DfE, please visit: <http://www.gov.uk/education/data-collection-and-cencuses-for-schools>

For information about the National Pupil Database, please visit:

<http://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supportinginformation>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-databaserequests-received>

For information about how our local authority or how the DfE collect and use information, please visit:

<http://www.bolton.gov.uk/website/pages/Privacynotices.aspx> or the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about your rights or to make a complaint, please visit: <https://ico.org.uk/concerns>