



Federation of Bursledon C of E (C) Infant and Bursledon CA Junior School
Long Lane Bursledon Southampton SO31 8BZ
Telephone: 02380402869/02380402738

Executive Headteacher Siân Smith BA(Hons) MA(Ed) NPQH

PRIVACY POLICY

About Us:

At Bursledon Federation, we are committed to safeguarding the privacy of our pupils, parents, staff and visitors and our website; this policy sets out how we will treat your personal information. Throughout the policy we will refer to your personal information as your 'data'.

If you have any questions about this privacy policy or our treatment of your personal data, please contact us:

By email: adminoffice@bursledon-jun.hants.sch.uk or adminoffice@bursledon-inf.hants.sch.uk

By Post: The Federation of Bursledon C of E (c) Infant School and Bursledon CA Junior School

Long Lane, Bursledon, Southampton, SO31 8BZ

By Telephone: 02380 402738 (Juniors) 02380 402869

Our data protection registration numbers are:

Bursledon Junior School Z6314914

Bursledon Infant School ZA368588

Our Data Protection Officer is: Clare Harley – Business Manager

THE CATEGORIES OF PUPIL INFORMATION THAT WE PROCESS INCLUDE:

Personal identifiers and contacts (such as name, unique pupil number, contact details & addresses)

Characteristics (such as ethnicity, language, and free school meal eligibility)

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)

Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)

Assessment and attainment (such as KS1 and phonics results)



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Behavioural information (such as exclusions and any relevant alternative provision put in place)

Financial account details (such as trips and events, meals purchased and free school meal management)

THE CATEGORIES OF SCHOOL WORKFORCE INFORMATION WE PROCESS INCLUDE: (Including volunteers and governors)

Personal information (such as name, employee number or teacher number, national insurance number)

Characteristics information (such as gender, age, ethnic group)

Contract information (such as start date, hours worked, post, roles and salary information)

Work absence information (such as number and frequency of absences and reasons)

Qualifications (and where relevant, subjects taught)

Previous employment history (all employment history with explanations for gaps in history)

Medical Information (for occupational health assessment)

Disability status (such as the need for additional support required)

Any relevant data for volunteers including governors will be collected and processed (such as is needed for DBS details, application forms, pecuniary interests, records of meetings, elections and voting forms)

WHY WE REQUIRE YOUR DATA

We obtain personal information about you. When you provide us with this information you are consenting for us to use this information in the following ways: Contact you via the contact methods you have chosen including telephone, text messaging, email and by post.

To process our pupils' personal information in order to support their learning, monitor and report on pupil attainment progress, provide adequate pastoral care, assess the quality of our services, keep children safe (food allergies and emergency contact details) and to meet the statutory duties placed upon us by the DfE data collections.

To allow us to financially manage your accounts with the school to pay for trips, meals, additional fees, and to send out invoices and reminders

To process our staff's personal information in order to manage HR functions, payroll functions and staff issues effectively. Also to enable the development of a comprehensive picture of the workforce and how it is deployed, and inform the development of recruitment and retention policies.

The **lawful basis** for processing pupil data collected is that of a substantial public interest.

The **lawful basis** for processing workforce data collected is that of performance of a contract.



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HOW WE COLLECT OUR PUPIL INFORMATION

We collect pupil information via registration forms completed at the start of each school year or on the pupil starting at the school, and / or from a Common Transfer File or secure file transfer file from a previous 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 is 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 the choice.

HOW WE COLLECT WORKFORCE INFORMATION

We collect personal information via staff application forms, staff contract forms and occupational health forms.

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

FAILURE TO PROVIDE DATA TO US

Please note that we require certain personal information to be able to complete our services to you as an educational establishment. If you do not provide this we may not be able to fulfil this statutory duty placed upon us. In this event, we will explain what data is required and why, and aim to resolve any issues that occur.

HOW WE STORE OUR WORKFORCE AND PUPIL INFORMATION

We hold pupil and workforce data storage securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep our data safe, please visit <https://www.bursledonschools.co.uk>

LEGITIMATE INTERESTS

In respect of our legitimate interests, we have a legitimate interest in keeping you fully updated and informed about the Federation. We will use the details you have provided to contact you including by telephone, email and post. If you do not wish us to contact you in this manner please contact the school to advise us accordingly.

WHO DO WE SHARE YOUR DATA WITH

We do not share information about pupils, parents or staff with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions, information about headteacher performance and staff dismissals*
- *The Department for Education*
- *The pupil's family and representatives*
 - *The staff member's family or representatives*



- *Educators and examining bodies*
- *Our regulator – Ofsted, SIAM’s*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for.*
- *Financial organisations*
- *Central and local government*
- *Our auditors*
- *Survey and research organisations*
- *Trade unions and associations*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*
- *Employment and recruitment agencies*

We do not sell your data to third parties in any circumstances. All our data is processed within the European Union and is subject to the same legislation.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, parents, pupil, staff and volunteers have the right 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 our Data Protection Officer (see contact details above)

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 or erased or destroyed; and

A right to seek redress, either through the ICO, or through the courts.

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 Officer (ICO) at <https://ico.org.uk/concerns/>



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POLICY AMENDMENTS

We may update this privacy policy from time to time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes, although anything that will affect you will be communicated directly to you.



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