



### **What is this Privacy Notice for?**

Beaumont School, as data controller, is committed to protecting the privacy and security of personal information. We collect a lot of data and information about our students so that we can run effectively as a school. This privacy notice explains how and why we collect students' data, what we do with it, who we share it with and what rights parents and students have in accordance with UK General Data Protection Regulation (UK GDPR).

It is important that you read this privacy notice together with our detailed student privacy notice which contains more detailed information about our data processing and can be found on the school website.

### **Why do we collect and use student information?**

We have a legal obligation to submit student data to the Department for Education (DfE) and the Local Authority as well as other regulatory bodies.

We also use student data to support our function of running a school and for safeguarding purposes.

Where we collect data not covered by these reasons, e.g. for publishing photos on our website, we will ask for your consent. This consent can be withdrawn at any time.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **What student information do we collect, hold and share?**

This is a wide range of information from name, date of birth, ethnicity etc. to attendance, assessment, medical and safeguarding information.

### **How long do we keep the information?**

We hold student data securely for specific periods, as recommended by both national and local guidelines. Certain types of data may be held for longer, e.g. safeguarding. For more information on the recommended timescales please refer to our Records Management and Retention Policy.



### Who do we share student information with?

We may share student information with the DfE, the Local Authority, and other bodies and organisations. We do not share information about pupils with anyone without consent unless the law or our policies allow us to do so. When we share personal data, we will provide the minimum amount necessary to fulfil the purpose for which it is required. For more details, please see the full Privacy Notice for Students.

### How can you request access to the pupil information we hold?

Parents and/or students have the right to request access to student information that we hold via a Subject Access Request (SAR). To make a request for your or your child's personal data, contact the schools Data Protection Officer by emailing [DPO@Beaumont.school](mailto:DPO@Beaumont.school). The legal timescales for the school to respond to a Subject Access Request is one calendar month. As the school has limited staff resources outside of term time, we encourage parents / students to submit Subject Access Requests during term time and to avoid sending a request during periods when the school is closed or is about to close for the holidays, if possible. This will assist us in responding to your request as promptly and fully as possible. For further information about how we handle Subject Access Requests, please refer to the Data Protection Policy.

For more information about Data Protection Regulations and your rights see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

If you have a concern about the way we are collecting or using your personal data, please raise with us in the first instance or directly to the Information Commissioner's Office at:

<https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer by emailing:

[DPO@Beaumont.school](mailto:DPO@Beaumont.school)

A more detailed version of this privacy notice can be found on the school website.