

GDPR privacy notice for pupils and their families/carers at Three Bridges School

General Data Protection Regulation

Due to the implementation of the General Data Protection Regulation (GDPR), we are providing you with the following information:

Three Bridges School is the Data Controller of the personal information, which you provide. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families/carers is to be processed.

The Data Protection Regulation is concerned with respecting the rights of individuals when processing your personal information. It is mandatory and all organisations that hold or process personal data must comply.

Why do we collect and use your information?

Three Bridges School holds the legal right to collect and use personal data relating to pupils and their families/carers and we may receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests as set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils' and their families/carers is collected and used for the following purposes:

- To support pupil learning
- To monitor and report on pupil progress
- To monitor pupil attendance
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, date of birth, phone numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality and country of birth
- Attendance information – e.g. number of absences and absence reasons
- Assessment information - e.g. assessment results
- Relevant medical information
- Information relating to SEND
- Information relating to Child Protection and Safeguarding
- Behaviour information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is requested. Where consent is required, the school will provide you with specific and explicit information concerning the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Three Bridges School and their families /carers is stored in line with Spectrum's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Three Bridges School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this

information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

Three Bridges School will not share your personal information with any third parties without your consent unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving school
- The Local Authority
- The NHS
- Individual therapists as appropriate and once agreed.

What are your rights?

Parents/carers and pupils' have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Three Bridges School uses your personal data
- Request access to the personal data that Three Bridges School holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed.

Where the process of your data is based on your consent, you have the right to withdraw this consent at any time.



If you have any concern about the way Three Bridges School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday - Friday 9am-5pm.

Please contact the school on 01872 561010 if you have any concerns or questions regarding any of the above information.

Underground House
Trevisson Park,
Blackwater
Cornwall
TR4 8UN.

Tel 01326 371000
Fax 01326 371099
Email mail@spectrumasd.org
Web www.spectrumasd.org

President: The Rt Revd Tim Thornton MA, Bishop of Truro
Devon & Cornwall Autistic Community Trust
A Company Limited by Guarantee Registered in England № 1662611
Registered Charity № 1026475



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