



Privacy Notice Policy

This Privacy Notice Policy is to let you know how we as an educational setting look after personal information about our students. This includes the information you provide us as well as information we hold about our students relating to their education. This notice explains the reasons why we hold personal information, how we use this information, who we share it with and how we keep it secure. This notice meets with the requirements of the General Data Protection Regulations (GDPR).

A copy of this Privacy Notice is available on our website <https://www.british-int-school.org.uk/>

Please refer to the website copy of this Privacy Notice for the latest version as it will be updated from time to time to reflect any changes in our circumstances.

If you have any questions or queries or would like to discuss anything in this Privacy Notice, please contact the Head of School.

How we collect student information?

We obtain student information for the start of each academic year through our 'new student' registration forms. We also collect any changes to student information through update forms during the academic year as part of our data administration process to keep the information we hold as up-to-date as possible. We also collect information through secure file transfers which contain relevant information (e.g. name, date of birth, attendance details) about our new students from their previous schools.

We collect and hold student information that includes:

- Personal information about the students that come to our school such as name, unique student number and address, date of birth
- Characteristics such as home language, meal arrangements and eligibility, special educational needs
- Information that is categorised as special data such as gender, ethnicity, religion and medical information
- Contact information such as parental and other contact names and telephone numbers for use in cases of emergency
- Safeguarding information such as court orders, professional involvement and contact with non-resident parents
- Medical information such as GP surgery details, allergies, medication and dietary requirements
- Sibling information
- History of previous schools or nurseries attended

In addition to the information we collect from parents/carers, we also record and hold the following information:

- Attendance information such as sessions attended, number of absences and absence reasons
- Assessment information recorded at various assessment capture points during the academic year as well as end of year attainment information such as Phonics outcomes and Key Stage 1 results
- Behaviour information and where relevant, lunch time, fixed and permanent exclusions and any relevant alternative provision



Why we collect and use this information?

We use the student data to:

- support student learning
- safeguard students in our care
- record attendance
- monitor and report on student attainment and progress
- keep children safe whilst in our care
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data returns and sharing
- provide any additional support.

We use parent/carer contact information to:

- email parent/carers for purpose of notification of school events, share student school work and various reports relating to the student's life at the school
- telephone parents/carers in cases of emergency or other matters relating to the safety of the child

The Lawful Basis on which we Hold and Use This Information

We collect and use student information under the legal basis of public interest as an educational setting/school with the delegated task of educating and safeguarding the children in our care and under a legal obligation which necessitates our school making statutory data returns to the Department for Education (DfE) and our Local Authority.

Our school is obliged to make statutory student census returns and hold attendance information under the following legislation:

- [Education Act 1996](#) – Section 434 (1),(3), (4) & (6) and Section 458 (4) & (5)
- [Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [School Attendance](#) (2020)
- [Zakon o osnovama sistema obrazovanja i vaspitanja](#) 2020 (Serbian act related to education and disciplinary actions);

The special categories of data have been collected through explicit consent from the data subject in support of the specific purposes for which the data is being used in the education and safeguarding of students in our care.

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>.

Whilst the majority of student information you provide to us is mandatory (for reasons described above), there may be some information which we ask you for which is not mandatory but provided on a voluntary basis. In some cases, we will ask you for information on the legal basis of legitimate interest where the information is required to support an educational or safeguarding function (e.g. a



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parent/carer email address or mobile contact number so that we can contact the parent/carer in an emergency or reasons involving the safety of the child).

The data we collect relating to medical health information is necessary to protect the vital interests of the child so that we can ensure a child's medical needs are properly addressed and catered for.

As a parent/carer, you cannot decline a data collection but you have right to decline providing information for self-declared data items by selecting the 'Refused' option, e.g. ethnicity.

There are certain personal data items (e.g. photographs) which we collect on the legal basis of legitimate interest. We will ask you for your explicit consent about how these data items can be used if the purpose extends beyond holding the data within our main management information system (e.g. photograph on our school's website). As a parent/carer you can change your decision to grant or withdraw consent at any time.

If at any point in the future, we seek to use any previously collected information for another purpose or use the information in new software, we will ask for your explicit consent to do so.

Who we share student information with?

We routinely share student information with:

- the school that a student attends after leaving us
- our local authority

Why we share student information with external parties?

We do not share information about our students with anyone without consent unless the legal basis for holding and sharing the data allow us to do so.

We share student data with the Department for Education (DfE) and the Local Authority on a statutory basis through data collections such as the school census under the following statutes:

- [Education Act 1996](#) Section 573A
- [Education \(School Performance Information\) \(England\) Regulations 2007](#)
- [Regulations 5 & 8 School Information \(England\) Regulations 2008](#)
- [Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [Zakon o osnovama sistema obrazovanja i vaspitanja 2020](#) (Serbian act related to education and disciplinary actions);

Further information about the data collection requirements placed on our school by the DfE through the school census can be found at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The data shared is for the purpose of:

- informing the monitoring of 'short term' education policy such as Student Progress measures
- supporting the 'longer term' research and monitoring of educational policy



How we keep personal data secure?

We fully adhere to our Data Protection policies which outline our procedures and processes for accessing, handling and storing data safely in accordance with all the GDPR principles. These policies are regularly reviewed and ratified by our Governors. The following processes ensure that we comply with data protection legislation in how we manage the protection of personal data:

- Our networks, file systems and server operating systems are secured through firewalls and spyware/ virus detection programs on our servers to prevent unauthorised access to our data
- Data held in a physical location within the school is held securely and only accessible by staff with appropriate authorisation
- Access to data on systems is through individual passwords which are carefully managed and monitored
- Any data that is removed from the school is minimised and encrypted
- Older data is safely removed from computers and other devices
- Data shared is shared through secure file transfer systems. Any data shared with other legitimate third parties where there is a legal basis for sharing will only be shared through secure methods.
- Data shared with third party software suppliers is controlled by the school. We will only deal with suppliers who can demonstrate that they comply with the requirements of data protection legislation and not use personal data for any other purpose than the purpose for fulfilling the functions we have contracted with them (e.g. assessment).
- We ensure all staff receive regular training on data protection

Requesting Access to your Personal Data

Under data protection regulations, you as the parent/carer and students (from age 13), have the following rights:

- Right to be informed
- Right to access to your child's or your personal information
- Right to have inaccurate personal data rectified, blocked, erased or destroyed in certain circumstances
- Right to object to processing of personal data that is likely to cause, or is causing, damage or distress
- Right to restrict processing for the purpose of direct marketing
- Right to data portability
- Right to object to decisions being taken by automated means
- Right to claim compensation for damages caused by a breach of the Data Protection regulations

It should be noted that some of these rights will not apply in circumstances where allowing them would significantly reduce or prevent our ability to perform our duties as a school and safeguard the children in our care.

You do have the right to request access to personal information about you and/or your child that we hold. To request access to your personal information or to your child's educational record, you can contact the Head of School.

Please note that whilst we aim to respond to requests within the required time period of one month, we may not be able to honour this time period if we receive requests just before or during school holidays. If the nature of the request is complex and/or the request falls within a holiday period, we will aim to reach a mutually agreed alternative time period.



How long we keep personal information?

We hold student data for the period determined appropriate for the different types of data we hold. We will keep information for the minimum period necessary in accordance with data retention recommendations which take into account legal and safeguarding considerations linked to the types of data held.

Our Data Retention Schedule can be found on our website at <https://www.british-int-school.org.uk/>
All information is held securely and will be destroyed as appropriate under secure and confidential conditions.

Let us know of any changes to personal information and emergency contact information. As a matter of course, we will contact you at least once a year to ensure that all the personal information and emergency contact details we have for your child is accurate and up-to-date. We would encourage you very strongly to ensure that any changes to phone numbers in particular are notified to our school office as soon as possible.

Your rights

In this Section, we have summarised the rights that you have under data protection law. Some of the rights are complex and not all of the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.

Your principal rights under data protection law are:

- a. the right to access;
- b. the right to rectification;
- c. the right to erasure;
- d. the right to restrict processing;
- e. the right to object to processing;
- f. the right to data portability;
- g. the right to complain to a supervisory authority; and
- h. the right to withdraw consent.

You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data.

You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed; you object to the processing under certain rules of applicable data protection law. However, there are exclusions of the right to erasure. The general exclusions include where processing is necessary: for exercising the right of freedom of expression and information; for compliance with a legal obligation; or for the establishment, exercise or defence of legal claims.



In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

You have the right to object to our processing of your personal data on grounds relating to your particular situation, but only to the extent that the legal basis for the processing is that the processing is necessary for: the performance of a task carried out in the public interest or in the exercise of any official authority vested in us; or the purposes of the legitimate interests pursued by us or by a third party. If you make such an objection, we will cease to process the personal information unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

You have the right to object to our processing of your personal data for scientific or historical research purposes or statistical purposes on grounds relating to your particular situation, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with a supervisory authority responsible for data protection. You may do so in the EU member state of your habitual residence, your place of work or the place of the alleged infringement.

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

Reporting Concerns about our Data Protection Processes

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 by contacting the form tutor. Alternatively, you can contact the School office.

Keeping you Informed Through this Privacy Notice

We aim to keep you informed of any changes to our data collections and data protection obligations through this Privacy Notice – the latest copy will be available on our website at <https://www.british-int-school.org.uk/>

We incorporate information about the student data we hold and how we adhere to the GDPR principles for protecting this data in our e-Safety and ICT lessons so that our children are aware of what we do.



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Policy Review

This policy is reviewed annually.

Reviewed July 2021