

BUTLERS COURT SCHOOL



Privacy Notice 2024

Our Butlers Court family nurtures kind, resilient, ambitious and curious children. Our caring environment supports well-being and self-belief, encouraging everyone to flourish. Through a wide range of experiences and opportunities, every child has the chance to shine, developing a love of learning and prepared for the ever-changing world and a future of possibilities.

Who we are

We are Butlers Court School, whose principal site is at Wattleton Road, Beaconsfield, Bucks HP9 1RW.

What information we keep and why

We process personal data relating to learners, parents, staff and Governors of our organisation.

All data we process is in accordance with the rules as laid down in statute, including the General Data Protection Regulations (from May 2018), the Education Act 1986, the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009.

We use personal data about learners and parents to ensure that we fulfil our legal obligation to offer educational opportunities to our learners, and are able to look after the needs and requirements of everyone in our learning community. We use personal data about our staff to ensure that we can support them in offering teaching and learning and in their personal development.

Where we rely on consent to process personal data about individuals in our learning community, we ensure that we obtain that consent freely and in a positive manner. Anyone whose personal data is processed on the basis of consent can withdraw that consent easily and quickly.

Who will see your personal data

We will only share your information with people who have a legal or operational reason to see it. For learners, this could include anyone directly involved in planning, providing or supporting educational opportunities. For parents, this could include anyone who needs to be involved in conversations about your child's progress at our School.

All staff personnel files are held securely by the school office, and are only available to the HR team and senior management.

Personal data about Governors is held by the Clerk to the Governors. It is only available to the Clerk, and is kept in order to ensure that Butlers Court School complies with our legal obligations regarding Governance.

In certain circumstances, we may need to share information with partners including the Local Authority, Social Services or the Police. This will only be done where strictly necessary, and the information shared will be limited to what is appropriate to the specific circumstances.

What data will be kept

We are required to keep some personal data, even after they have left our learning community.

All staff are given a copy of the Policy outlining retention periods for information on their Personnel files. This includes how data is stored, who might access it, and when it will be securely destroyed after they have left the school.

Any personal data that we are required to keep about learners is securely stored on an encrypted database. After the learner had left Butlers Court School, their data will only be accessed in response to our action in the education of a particular learner. No decisions will be made about them based on this data and they will not suffer any detriment or harm by having it stored on our secure systems.

We keep an overall summary of attainment and performance of learners in our Butlers Court School, in order to monitor trends in teaching and learning. This data is anonymised and does not allow us to identify individual learners, once they have left our learning community.

The collection of this information will benefit teaching and learning by:

- Helping us to design curriculum and activities to address need
- Ensuring we focus on continual improvement in teaching and learning
- Ensuring we train and support our staff in the areas that matter
- Tailoring our resources to the issues that matter most to our learning community

How we will contact you

We will need to contact parents and learners for a range of reasons. We will only contact you on relevant Butlers Court School business. We will use the contact details that you provide to us as our main source of communication.

Our preferred means of communicating with parents are by telephone, email and letter. We take all due care when sending information out to parents, to ensure that it is only seen by the intended recipients.

Seeing the information we hold about you

You can ask to see a copy of all the information we hold about you. To do this, you can write to us, email us at office@butlerscourt.bucks.sch.uk, or ring us and talk to one of our office staff.

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, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Supporting students in planning for their future

We are required by law to pass some information about the student to our Local Authority (LA) and the Department for Education and in turn will share information with each other and the school.

Information the Local Authority may share with us once students have left Butlers Court School

The Local Authority has a legal responsibility to track all young people up to the age of 19 (and young adults with learning difficulties or disabilities up to the age of 25). The purpose of collecting this information is to assist the planning of education and training for young people and the support services they require. Some of this information is then shared with the Department of Education who use the information to plan at a national level.

Data collection requirements:

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>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>



Butlers Court School

Pupil Privacy Notice - Addendum for recording of lessons

This notice supplements our main school Pupil Privacy Notice which is available on the school website.

Pupils' rights in relation to the processing set out in this addendum can be found in our main Privacy Notice. They include the right of access and rectification. If a pupil or parent has any concerns about our processing of personal data, they should contact our Data Protection Officer Nicola Cook via nicola@schoolsdp.com

Providing our pupils with access to high quality remote education is of paramount importance. During the COVID-19 pandemic we may process personal data in additional ways to ensure we are doing everything we can to do this. There may be a possibility that we will record live online lessons. The purpose of recording live online lessons is to enable pupils to catch up on any missed lessons and to enable the school to properly investigate any safeguarding or behaviour issues that arise during these lessons.

The following considerations will be made to ensure personal data of pupils is protected when recording live online lessons:

- Pupils will be told to turn their cameras off, unless it is deemed necessary for example to invigilate an examination
- All recordings will be stored on the school Google Drive and should not be downloaded to teacher or pupil personal devices When we process pupil personal information in this way, we will always abide by data protection law; namely, the UK General Data Protection Regulation (UK GDPR) and the UK Data Protection Act 2018 (UK DPA 2018). Our processing will meet the principles laid down in the UK GDPR. This means that we will:
 - Only collect and use the minimum amount of information that is necessary for our purpose of providing remote education for pupils
 - Make sure that any decisions we make about pupils based on this information are fair and don't discriminate against them
 - Only retain this information for as long as necessary. Recordings will not be retained by the school for longer than necessary and will be deleted by the end of the academic term following that in which it was recorded, if not before
 - Ensure the security of pupils' personal information by adhering to the procedures laid down in our Data Protection Policy and IT/e-safety policies/user agreements
 - Be open and transparent about our processing - through this addendum to our privacy notice and in any communications with pupils/parents.

Under the UK GDPR we must have a lawful basis to process personal data as described above:

Our lawful basis is the one of 'public task', being processing that is necessary for our function as a school/ tasks in the public interest.

Further information regarding privacy and security on the Google for Education learning platform can be found [here](#).