

Bold Futures Federation
Privacy Notice and Freedom of Information Scheme

BOLD FUTURES



Latest Review: Feb 2025

Next Review Planned: Feb 2028

Privacy Notice (How we use pupil information)

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the format in which the information will be made available. See appendix 1 for categories of information published across the federation.

All information in our publication scheme is available in paper form obtainable from the schools and on our website.

Some information, which we hold, may not be made public, for example personal information.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- 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 phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- School meals
- Trips and risk assessments for trips
- Clubs attendance and music lessons
- Access and performance on online apps, Rock Stars, Sora

This list is not exhaustive, to access the current list of categories of information we process please see our federation website.

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

We follow the [UK General Data Protection Regulation \(UK GDPR\)](#), which outlines the lawful bases we rely on for processing pupil information.

Collecting pupil information

We collect pupil information via registration forms at the start of the school, Common Transfer File (CTF) and secure file transfer from previous schools.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it 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 a choice in this.

Storing pupil data

We hold pupil data 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 your data safe, please request a schedule from the schools' offices.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Social services and school nurses

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, such as school census.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section. For privacy information on the data the Department for Education collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

and

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

Requesting access to your personal data

The UK-GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact

Marlborough Infant School
Redvers Buller Road
Aldershot
Hampshire
GU11 2HR

Tel: 01252 323910

Web: www.marlborough.sch.hants.sch.uk

Email: adminoffice@marlborough.hants.sch.uk

Talavera Junior School
Gun Hill
Aldershot
Hampshire
GU111RG

Tel:
01252322156
Web: <http://www.talaverajunior.co.uk/>
Email: adminoffice@talavera-jun.hants.sch.uk

Wellington Community Primary School Alexandra Road
Aldershot
Hampshire
GU11 1QJ

Tel: 01252 326573
Web: www.wellingtonprimary.com
Email adminoffice@wellington.hants.sch.uk

To help us process your request quickly, please clearly mark any correspondence "FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST" (in CAPITALS please) If the information you are looking for isn't available via the scheme and it isn't on our website you can still contact the school to ask if we have it. The school will have 20 working days to respond to any request counting the first working day after the request is received as the first day.

Paying for information

Information of the website is free of charge apart from the cost of internet connection.

If your request means that we have to do a considerable amount of photocopying or printing (20 or more copies), or pay a large postage charge, or is for a priced item such as some printed publications we will let you know the cost before fulfilling your request.

You also have the following rights:

- the right to be informed about the collection and use of your personal data - this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you - this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.

- the right to ask us to change any information you think is not accurate or complete - this is called 'right to rectification'.
- the right to ask us to delete your personal information - this is called 'right to erasure'
- the right to ask us to stop using your information - this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern 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 Office at [raise a concern with ICO](#).

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

How the Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (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 (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers

- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

Appendix

Classes of Information Currently Published

School Prospectus - this section sets out information published in the school prospectus.

Class	Description
School Welcome Pack	<ul style="list-style-type: none"> • the name, address, website and telephone number of the school, and the type of school • the name of the Headteacher • information on the school policy on admissions • latest Ofsted report • details of the after-school care provision offered by the school • details of the governing body • Pupils and curriculum - information and policies that relate to pupils and the school curriculum <p>All details available on school website</p>

Parents' Admissions Pack - information sent with the letter offering a place. This is meant to be sent out during the first half of the Summer Term in the year of admission.

Class	Description
Parents' Handbook	<ul style="list-style-type: none"> • the name, address, website and telephone number of the school, and the type of school • the name of the headteacher • aims of the school

	<ul style="list-style-type: none"> • daily routines • uniform • communication between home and school • health • supporting and enriching the curriculum • afterschool provision • supporting the school • parking guidelines • safeguarding children at School
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Information relating to the GB

This section sets out information published about the GB.

Class	Description
Scheme of Delegation - published on the school website	<ul style="list-style-type: none"> • The name of the school/ federation • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The name of anybody entitled to appoint any category of governors • The term of office of each category of governor if less than 4 years • The date the instrument takes effect • Minutes of the meetings if the governing body and its committees (some may be confidential and not published).

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home - school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements (non statutory)
Curriculum Overviews	Information on the curriculum followed by the year group
Relationships, sex and health Education Policy	Statement of policy with regard to PSHE
Special Education Needs Information report	Information about the school's policy on providing for pupils with special educational needs
RE Policy	Information on the school's policy and the right of parents to withdraw children.
Policy for Responding to Parents' Concerns	Outlines how we aim to establish and promote close relationships with parents and gives guidance on the procedure to follow should a parent wish to raise a concern. This policy is agreed by the Good Shepherd Trust.

Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Equality Scheme	Information about how the school strives to provide for all pupils, staff and parents .
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the letter to the children from the lead inspector.
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request