



Privacy Notice for Pupils in schools- Data Protection Act 1998

We, Bright Futures School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education (DFE).

Who is responsible for your data:

Bright Futures School Ltd.

Personal Data collected:

We will use data relating to your child to develop a Pupil Profile Form.

We may film you on video and store video footage. You may also take part in filmed Relationship Development Assessments from time to time. This footage will be archived as it demonstrates progress seen. School staff may also film meetings for the purpose of improving our service, or to share specific elements directly with your parent/s, as part of the ongoing education service. If filmed for your education the footage will be uploaded onto the account held with RDIconnect and deleted from Bright Futures School's files. If filmed for the education of staff, the footage will be deleted once it has served the purpose.

Staff may take and store consultation notes within your file, these may be hand-written or electronic.

None of the above will be shared with any external parties unless you have signed a consent form.

How your data is stored and protected:

Paperwork and any footage on DVD will be stored away in a locked filing cabinet. Electronically stored information, that Bright Futures School holds, will be saved in your specific encrypted password protected WinZip folder on an external hard drive which will be locked away when not in use.

All data will be deleted / shredded after six years of consultation cessation, unless you have granted permission for specific footage to be used for presentations / workshops (please see below).

How your data is used:

Data held by Bright Futures School will not be shared with any other parties, with the possible exception of requesting your written permission to use video footage within a specified presentation. No identifying information will ever be given to an audience.

Your Rights:

You have the right to request to see what data is held on you.

You have the right to rectify information held on you that is incorrect.

You have the right to request that data is deleted.

Questions and queries:

If you are concerned about Bright Futures School's protection of your personal data then please feel free to contact the school Proprietor, Zoe Thompson info@brightfuturesautism.com

If you want to receive a copy of the information about you that we hold or share, please contact **Eppie Nicholls**, Systems and Admin Manager on office@brightfutureschool.co.uk

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.oldham.gov.uk/terms>

or

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

If you cannot access these websites, please contact:

Local Authority

Information Management Team

Oldham Council

Civic Centre

West Street

Oldham OL1 1UG

Website: www.oldham.gov.uk Email: information.management@oldham.gov.uk

DFE

Public Communications Unit Department for Education

Sanctuary Buildings

Great Smith Street

London SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Tel: [0370 000 2288](tel:03700002288)