



THE BISHOP'S STORTFORD HIGH SCHOOL

Beaumont Avenue, Bishop's Stortford, Hertfordshire, CM23 4SH, UK
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Summary Privacy Notice Students/Parents/Carers

V20250630A

The Bishop's Stortford High School is required by law to collect and process personal data for Students and Parents/Carers. This privacy notice provides you with information about how we collect and process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The main reason that The Bishop's Stortford High School collects/processes data is so that it can run effectively and safely as a school as well as to meet its legal obligations.

The Bishop's Stortford High School is committed to protecting the privacy and security of your personal information.

The Bishop's Stortford High School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

This is a Summary Privacy Notice, you should reference the more detailed versions where appropriate.

This Summary Privacy Notice applies to current and former (during retention period) Students / Parents / Carers.

Who are we?

The Bishop's Stortford High School is a Maintained Foundation 11-18 Secondary School in Hertfordshire. Educating approximately 1250 students, The Bishop's Stortford High School provides a single-sex education for boys in Years 07 to 11 and has a large, thriving co-educational sixth form, with over one hundred girls on roll.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

Why do we collect and use your information?

We have a legal obligation to submit student data to the Department for Education (DfE) and the Local Authority as well as other regulatory bodies.

We also use student data to support our function of running a school and for safeguarding purposes.

We process information about parents/carers as part of our legal obligation to provide an education to our students, to support our function of running a school and for safeguarding purposes.

Where we collect data not covered by these reasons, e.g. for publishing photos on our website, we will ask for your consent. This consent can be withdrawn at any time.

To find out more about the data collection requirements placed on us by the DfE (for example, via the school census) go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

What data is collected?

This is a wide range of information from name, date of birth, ethnicity etc. to attendance, assessment, medical and safeguarding information. For more information on the type of data, please see our detailed privacy notices.

The main categories of Student / Parent / Carer information that the school collects, holds and shares include the following:

- Personal information for students (such as name, sex, pronouns, unique student number, address, telephone number and email address)
- Characteristics of students (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Any relevant medical information (such as allergies, ailments and treatments)
- Information relating to special educational needs
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as national curriculum assessment results)
- Behavioural information (such as number of temporary exclusions)
- Pastoral, medical and safeguarding information
- Post-16 learning information (for Government funding)
- Personal information for parents/carers (such as name, name, address, telephone number and email address)
- Information from parents/carers relating to identity, marital status, employment status, religion, ethnicity, language, medical conditions and free school meal / student premium eligibility / entitlement to certain benefits, information about court orders in place affecting parenting arrangements for students

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 needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

We hold personal data securely for specific periods, as recommended by both national and local guidelines. Certain types of data may be held for longer, e.g. safeguarding.

Personal data is stored in line with the school's Data Retention Policy/Schedule. This schedule is based on guidance in the retention schedule by the Information Record Management Society (IRMS) in their Schools Toolkit, along with some customisations made by HFL advisers and TBSHS Senior Management.

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

Who is information shared with?

We may share student information with the DfE, the Local Authority, and other bodies and organisations. We do not share information with anyone without consent unless the law or our policies allow us to do so. When we share personal data, we will provide the minimum amount necessary to fulfil the purpose for which it is required.

We routinely share parent/carers information with schools that students attend after leaving us.

In certain circumstances, we may transfer, store and process your personal data outside the UK or European Economic Area.

Who processes your information?

The Bishop's Stortford High School (TBSHS) is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that TBSHS upholds are imposed on the processor.

Iris Connect

IRIS Connect gives teachers the opportunity to video/audio record their classroom-based teaching and learning, or capture online teaching using integrated screen-capture tools. The primary purpose of this is to help teachers improve their lesson delivery, by being able to review a recording of their lesson. Where possible the camera will be placed so that student faces cannot be seen.

All videos are securely transferred to the teacher's personal, password protected account on the Iris Connect cloud-based platform. From there, teachers can reflect on teaching and learning, analyse practice, add time-stamped comments, edit their videos and - if they want to - share with colleagues for feedback.

<https://help.irisconnect.com/hc/en-gb/articles/4417297813905-Privacy-Notice-for-IRIS-Connect> .

Requesting access to the student information we hold

Parents/carers and/or students have the right to request access to student information that we hold via a Subject Access Request (SAR). To make a request for your or your child's personal data, contact the Data Protection Officer. The legal timescales for the school to respond to a Subject Access Request is one calendar month. As the school has limited staff resources outside of term time, we encourage parents/carers/students to submit Subject Access Requests during term time and to avoid sending a request during periods when the school is closed or is about to close for the holidays, if possible. This will assist us in responding to your request as promptly and fully as possible.

Data Protection Officer / ICO

We have a Data Protection Officer (DPO) to oversee our moral and legal obligations with the handling of Personal Data. If you have any questions about this document or how we handle personal information, please contact our Data Protection Officer. If you have a concern about the way we are collecting or using personal data we request that you raise your concern with us in the first instance.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

You can contact the school by email, letter or telephone. The contact details are set out below. To help us process your request within expected legal timescales, please clearly mark any correspondence "DATA PROTECTION OFFICER" (in CAPITALS please).

DATA PROTECTION OFFICER	
The Bishop's Stortford High School	Email: dpo@tbshs.herts.sch.uk
Beaumont Avenue	
Bishop's Stortford	Telephone: +44 (0) 1279 868686
Hertfordshire	
CM23 4SH	

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Our normal method of publication is via the School's Website - <https://www.tbshs.org> .

Document Control

<u>Date modified</u>	<u>Description of modification</u>	<u>Modified by</u>
2018-05-25	Major Version 001a (Based on Hertfordshire For Learning format)	AJO
2020-12-01	Added: Covid19 / Track and Trace	AJO
2023-10-08	Removed: Covid19 / Track and Trace	AJO
2024-09-02	Added: Iris Connect	AJO
2024-09-02	Major Version 002a (New School address and various HFL updates)	AJO
2024-12-30	Minor Version 002b (Minor amendments for new School site)	AJO
2025-02-28	Minor Version 002c (Minor amendments for new School site)	AJO
2025-03-24	Minor Version 002d (Minor amendments for new School site)	AJO
2025-06-30	Minor Version 002e (Minor amendments for new School site)	AJO