

Data Protection – GDPR Policy

New legislation about Data Protection is designed to strengthen data protection and privacy. This document sets out what we do with the information you share with us and how it is stored. To protect your data your contact at Braidhurst is Mr D Gardiner (DHT).

A pupil file (PPR) is a paper file passed from school to school, this tends to be at transition from primary to secondary. These files are retained securely for 5 years after your child's leaving date.

Administration Forms are issued as pupils enrol and reissued at the beginning of each year for updates. This form contains personal details about you and your child;

- **Child details;** name, date of birth, gender, medical condition, doctor details
- **Emergency contact details;** name, address, contact numbers, relationship to child
- **Equality information** on background regarding ethnicity and religion
- **Parent details;** name, address, contact phone numbers, email address

This is retained as a paper copy in your child's file (which are kept secure in the pupil support base) and electronically in a computer programme, SEEMIS. This data allows us to contact you in case of emergencies.

Your personal information is stored on our electronic filing system and is accessed by our teaching and support staff. There are different levels of access to this information depending on the role of the member of staff.

We use the SEEMIS programme for;

- **Timetabling;** information about classes, teachers and rooms. We share this information with Groupcall to enable you to access the parent night booking system.
- **Attendance;** teachers and office staff record information about your child's attendance and reasons for absence. Groupcall is used to text/email you with updates.
- **Reporting;** pupil attainment and progress are recorded by teachers to enable us to send you reports.
- **Tracking;** pupil attainment and progress are recorded to enable staff to track pupil performance throughout the year.
- **Notes;** pupil support staff and SMT maintain a record of communication about your child eg phone calls and/or meetings. This data is for promoted staff to ensure they have the most up to date information when dealing with your child.
- **Leaver destination;** we ask pupils about their aspirations when they leave school and for their anticipated leaving date. We share this information with Skills Development Scotland to enable us to support your child with the best career advice.

We share some of this information with SQA (age name, date of birth and home address). In the event that we share personal information with external third parties, we will only share what is strictly required for the specific purpose and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes. Other agencies, such as social work and police, may request information so that we can support your child, we would ask for your consent to share before this is given.

The Scottish Government accesses this information to compare our school performance with others using a programme called INSIGHT. We use this analysis to shape our improvement agenda.

BRAIDHURST HIGH SCHOOL



Privacy Protection – GDPR Policy

We take photographs of our pupils when they are participating in school events and use them to celebrate success. We display photographs around the school, share them with the local paper and publish them through our school website, Twitter accounts and other school publications like the handbook. The photographs are selected carefully to ensure we show pupils, staff, parents and the school positively.

Text messages, emails, school website and Twitter accounts are used to promote and provide details about school events and highlight the successes of our pupils.

We require you to provide us with consent to take and use photographs as outlined above.

We / I consent to my child's photograph being used by Braidhurst High School and used as explained in the Privacy Protection section of the GDPR Policy.

Pupil Name (CAPITALS) : _____

Class: _____

Pupil Signature: _____

Date: _____

Parent Signature: _____

Date: _____

ICT

Our ICT Acceptable use Contract requires pupils to agree to

- Use of mobile phone
- Appropriate use of ICT (computers, laptops, iPads and cameras)
- Digital security

This needs to be signed by pupils and parents to allow access to school ICT equipment. It also outlines the sanctions taken when the contract is broken.

Pupils will use ICT for educational purposes in class and may store class work on the school server or in a Glow account.

Any questions about this policy should be referred to Mr Gardiner (DHT).