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## Privacy Notice – Pupil & Family

Brockwell Junior School

[Version 1.5]

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<b>Reviewed By (Name)</b>	<b>Julie Murcott</b>
<b>Job Role</b>	<b>Senior Business Assistant</b>
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<b>Version produced Spring 2024</b>	Minor amends indicated in green text.  Policy & section numbering changed  2 Monitoring school device and network usage  Link to DfE Privacy Information added  DfE & GIAS information condensed into one section – 12  Appendix 1 added

This document will be reviewed annually and sooner when significant changes are made to the law.

Guidance from the Department for Education about school policies can be found here:  
<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

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# Privacy Notice (How we use pupil information) – For pupils and their families

## 1. What this Privacy Notice is for

Brockwell Junior School collect, hold, use and share information about our pupils and their families. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means from collecting, storing, using, sharing and disposing of it.

For the purposes of Data Protection legislation Brockwell Junior School is a data controller and is registered as such with the Information Commissioner’s Office.

## 2. The types of information that we process

- your name, date of birth, unique pupil number, and contact details including your address
- attendance records (sessions attended, number of absences, absence reasons and any previous schools attended)
- behavioural information (such as exclusions and any alternative provision put in place)
- assessment and attainment (such as National curriculum assessment results e.g. Key Stage 2 results, exam results and student performance at different data collections, and any relevant results)
- medical conditions we need to be aware of, including SEND, mental and physical health
- safeguarding information including notifications from the police, court orders and/or social care involvement
- extra-curricular and enrichment participation
- photographs of you
- correspondence and complaints
- your use of school devices and school networks as part of our safeguarding procedures

## 3. Special category data (Sensitive information)

- characteristics (including ethnicity and language)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical information that we need to be aware of (including your Doctor’s information, child health, dental health, allergies, medication and dietary requirements)
- free school meal eligibility
- other funding (Pupil Premium, ESA, High Needs Funding and Catch Up Funding)

## 4. Why we collect and use your information

### 4.1 Pupil information

We collect and use your information:

- to support learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe
- photos are used for identification purposes (safeguarding), and celebration purposes (to record work, classes and school events)
- to meet the legal duties placed upon us by the Department for Education
- to comply with the law in general
- for site safety and security
- to protect against fraud
- to streamline systems

### 4.2 Family information

We collect and use information about our pupils' families:

- to fulfil our legal obligations
- for the admissions process
- for communication and reporting purposes
- for safeguarding and welfare purposes
- to keep families informed about events and emergencies
- to process payments
- to gather feedback about our work

Under the General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing-pupil and family information are:

- Article 6(a) – Your consent (for anything which does not fall into the purposes explained below)
- Article 6(c) - Compliance with our legal obligations as set out in the Education Act 1996 (as amended). We are required to share information about our pupils with the (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. **In addition, there are extensive statutory obligations that a school is subject to – further details about these are available from our Data Protection Officer.**
- Being necessary for us to carry out tasks that are in the Public Interest

The ways we collect and use *sensitive* pupil and family information are lawful based on: your explicit consent; for compliance with certain legal obligations, or for exercising certain legal rights; for protecting a person's vital interests in an emergency; for health and public health reasons; or for carrying out tasks that are in the substantial public interest including for safeguarding purposes.

Please see our Special Category Data Policy document for full details of these lawful bases for processing this data.

#### 4.3 Marketing purposes

Where a family member gives us consent, we may send them marketing information by text message or email, such as for promoting school events, campaigns or charities. Consent can be withdrawn at any time by contacting us (see the Contacts section)

#### 4.4 Automated decision making & profiling

We don't use any of your personal information to make automated decisions about you, or to profile you. If this changes in the future, privacy notices will be updated to explain both the processing and your right to object to it.

### 5. How we collect pupil and family information

We collect pupil information using admission forms completed by parent/carer when a pupil joins our school, data collection forms, information produced from our day-to-day interaction with pupils, and other information provided by; parents/carers, the previous school/provisions, local authorities, NHS, Police, the Department for Education (DfE) and by secure file transfer Common Transfer File (CTF).

We sometimes audio/ video record sessions/lessons/assessments for pupil or staff development and assessment. This will generate personal data including pupil images, names, contributions, and will be protected, processed, and retained in the same way as all personal data, in line with the school's Data Protection Policies and in accordance with our other policies including Acceptable Use, Off Site Working and Bring Your Own Device policies, as well as our Retention Schedule.

Whilst most of the pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. We will let you know, when we ask you for information, whether you are required to provide the information and your rights in relation to this.

### 6. How, where and for how long we store pupil and family information

We store pupil information securely on the School's IT network hosted by RM Integris which is cloud based. This is run by E Safety4Schools and is securely protected by passwords. This is backed up daily. Secure storage is provided for paper based records.

We only keep the information for the length of time we need it for, as shown in our data retention schedule.

We dispose of personal information securely when we no longer need it.

### 7. Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Feeder schools

- Our local authority
- Other relevant local authorities
- Our Governing Body
- The Department for Education (DfE) Inc. Learner Record Services, the National Pupil Database [and the Teaching Regulation Agency](#)
- Police
- NHS (agencies and services)/School Nurse
- External systems used by the School to carry out day to day processes and requirements. For example, and not limited to; RM Integris, One Team Logic(MyConcern), Community Brands(T2P), ParentPay, Seesaw. EMPSN (Network Provider)

For a full list of the external agencies we share with please see Appendix 1

## 8. International Transfers

Your personal information may be transferred outside the UK and the European Economic Area ('EEA'), including to the United States. Where information is transferred outside the UK or EEA to a country that is not designated as "adequate" in relation to data protection law, the information is adequately protected by the use of International Data Transfer Agreements and security measures, and other appropriate safeguards. For more information on international transfers please contact us at the details below.

## 9. Freedom of Information Act and Environmental Information Regulations 2004

As a public body, our school is subject to requests made under the above legislation. However, we will never disclose personal data in our responses to these requests where to do so would contravene the principles of data protection.

## 10. 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.

### 10.1 Youth support services & Careers advisors

N/A

### 10.2 Department for Education

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, under:

section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

### 10.3 Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.

## 11. Requesting access to your personal data, and other rights

Under data protection law, Parents have the right to access their child's educational record.

pupils have the right to request access to information about them that we hold, and in some cases, parents can make the request on the pupil's behalf,

Family members/carers also have the right to request access to information about them that we hold.

You also have the right to:

- be informed about the collection and use of your personal data.
- have inaccurate personal data changed, or completed if it is incomplete.
- erasure, often known as the 'right to be forgotten'; however this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- restrict the way we are using your information, although, as above this is a limited right.
- object to the way we are using your information; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to collect and use your data, you have the right to withdraw that consent. If you do change your mind, or you are unhappy with our use of your personal data, please let us know – our contacts are in section 2.14 at the end of this document.
- You also have rights in relation to automated decision making and profiling, though these are not currently relevant as we don't carry out automated decision making or profiling.
- Finally, the right to complain about the way we use your personal information to the ICO, or to seek compensation through the courts

If you would like to request access to your data, or use any of the other rights listed above, please contact the school office in the first instance.

## 12. How Government uses your information

[Privacy information: parents and legal guardians - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

The pupil data that we lawfully share with the 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)

### 12.1 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>

### 12.2 The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

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

### 12.3 Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- 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's 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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.



For information about which organisations the Department 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>

## 12.4 Learner Records Service

N/A

## 12.5 How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

## 13. Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on Nov 24.

## 14. Contacts

If you have a concern about the way we are collecting or using your personal data or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance.

Please contact the School Office, Headteacher or School Data Protection Officer:

<b>Data Protection Officer</b>	Education Data Hub (Data Protection), Derbyshire County Council
<b>DPO Email:</b>	<a href="mailto:dpforschools@derbyshire.gov.uk">dpforschools@derbyshire.gov.uk</a>
<b>DPO Phone:</b>	01629 532888
<b>DPO Address:</b>	County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

For Derbyshire County Council:

Information Governance Officer

Children's Services Department, Derbyshire County Council

County Hall

Matlock

Derbyshire

DE4 3AG

Email: [cs.dpandfoi@derbyshire.gov.uk](mailto:cs.dpandfoi@derbyshire.gov.uk)

Telephone: 01629 536906

For DfE:

Public Communications Unit,

Department for Education,

Sanctuary Buildings,

Great Smith Street,

London, SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

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

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

Telephone: 0370 000 2288

If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number **Z5964666** and stating that the Data Controller is Brockwell Junior School

Information Commissioners' Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Website: <https://ico.org.uk/concerns/>

## APPENDIX 1

**Brockwell Junior School Pupil Data Map**

<b>Company/Individual with whom data is shared</b>	<b>Information Provided</b>	<b>Purpose</b>	<b>How the data is stored</b>	<b>Length of retention</b>
R M Integriss	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Class</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Unique pupil number</li> <li>• SEND info</li> <li>• Medical Info</li> <li>• Attendance</li> <li>• Parents contact details</li> </ul>	<p>Management system for pupil data.</p> <p>Some of the information on RM Integriss is shared with ParentPay, My cocern, LCP, Eduspot, Pearson Education Ltd and EduKey</p>	<p>Electronically and paper records.</p> <p>Access to RM Integriss system required user names and passwords. User accounts are reviewed every 6 months. Paper records are held in a locked cabinet.</p> <p>Storage of electronic records meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data.</p>	All paper records are transferred to the child's next school when child leaves BJS
ParentPay	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Class</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Parents contact details, including telephone numbers</li> </ul>	<p>To enable the use of ParentPay for online lunch money payments and text message service.</p> <p>Information provided from RM Integriss</p>	<p>Electronically and paper records.</p> <p>Access to ParentPay system required user names and passwords. User accounts are reviewed regularly. Paper records are held in a locked cabinet.</p> <p>Storage of electronic records by ParentPay meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data</p>	Whilst ever the child is at BJS
Before & After School Club	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Class</li> <li>• Medical needs</li> <li>• Parents telephone numbers &amp; E-mail addresses</li> </ul>	Registration of pupils attending the clubs Parent terms and conditions	Electronically and paper records.	Whilst ever the child is at BJS
Teacher's 2 Parents hosted by Eduspot	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Parents contact details</li> <li>• Parent e-mail address</li> </ul>	Provision for text, e-mail, forms parents evening service to parents	Electronically Storage of records by Eduspot meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data	Whilst ever the child is at BJS
ITrack hosted by LCP	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Class</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Unique pupil number</li> <li>• Ethnicity</li> </ul>	<p>To enable the use of data tracking software</p> <p>Information provided from RM Integriss</p>	<p>Electronically and paper records.</p> <p>Access to ITrack system required user names and passwords. User accounts are reviewed regularly. Paper records are held in a secure office.</p>	Whilst ever the child is at BJS, transferred to secondary school then retained until pupil reaches year 9

			Storage of records by LCP meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data	
Rising Stars & MARK hosted by hodder education	<ul style="list-style-type: none"> <li>• Full name</li> <li>• Class</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Unique pupil number</li> <li>• Ethnicity</li> </ul>	<p>To enable the use of data tracking software</p> <p>Information provided from RM Integris</p>	<p>Electronically</p> <p>Access to Rising stars/MARK system requires user names and passwords. User accounts are reviewed regularly. Storage of records by hodder meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data</p>	Whilst ever the pupil is at BJS
Active Learn, hosted by Pearson Education (abacus & wordsmith)	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Class</li> <li>• Date of birth</li> <li>• Gender</li> </ul>	To enable the children to have access to online maths resource to knowledge & wordsmith homework	Storage of electronic records by Pearson Storage of records meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data	Whilst ever the child is at BJS
G L Assessment (Dyslexia screening)	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Year group</li> <li>• Date of birth</li> <li>• Unique pupil number</li> </ul>	To enable dyslexia screening and group reading tests	Electronic and paper records. Access to GL Assessment requires user names and passwords. User accounts are reviewed regularly. Paper records are held in a secure office.	Retained
Class Dojo	<ul style="list-style-type: none"> <li>• First Name &amp; Initial</li> <li>• Class</li> </ul>	Provision for pupil points system	Electronic Access to Dojo requires unique password	Whilst ever the child is at BJS
Seesaw	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Class</li> </ul>	Provision for pupils to create a work journal and communicate with the teacher	Electronic Access to Seesaw requires unique QR code (which is kept in school) and passwords. Storage of records by Seesaw meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data	Whilst ever the child is at BJS
Wordshark	<ul style="list-style-type: none"> <li>• Pupil full name</li> <li>• Class</li> <li>• Year group</li> <li>• Staff email</li> </ul>	Provision for spelling & phonics	Electronic Access to Wordshark requires passwords. Storage of records by Wordshark meets with all the requirements/risk assessments of Derbyshire	Whilst ever the child is at BJS

			County Council Audit Department in respect of security of data	
Oddizzi	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Year Group</li> <li>• Class</li> </ul>	Resource provision for Geography and History	Access to Oddizzi requires password Storage of records by Oddizzi meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data	Whilst ever the child is at BJS
Doodle Premium hosted by EZ Education	<ul style="list-style-type: none"> <li>• First name and Initial</li> <li>• Class</li> </ul>	Provision for pupils to access maths & English resources online	Storage of records by Doodle meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data	Whilst ever the child is at BJS
TT Rockstars hosted by	<ul style="list-style-type: none"> <li>• First name &amp; Initial</li> <li>• Class</li> </ul>	Provision for times tables	Electronic Access requires unique pupil username & password	Whilst ever the child is at BJS
Education Shed	<ul style="list-style-type: none"> <li>• First name and Initial</li> <li>• Class</li> </ul>	Provision for pupils to access maths resources online		Whilst ever the child is at BJS
School Health Service	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Class</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Medical Information</li> <li>• Parents contact details</li> <li>• NHS Number</li> <li>• UPN Number</li> </ul>	To provide pupil details for NHS School Health Service	Paper records. Stored in accordance with NHS guidelines.	Duration of child's education and in accordance with NHS retention guidelines
IntraHealth	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Class</li> <li>• Date of Birth</li> <li>• Gender</li> <li>• Medical Information</li> <li>• Parents contact details (name,address,tel number)</li> <li>• NHS Number</li> <li>• UPN Number</li> </ul>	Supporting the provision of the flu vaccination	Electronically	Duration of child's education
My Concern	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Class</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Medical Information</li> <li>• Parents contact details</li> </ul>	Safeguarding resource	Staff username & password protected	Electronic data is transferred to Secondary School
Whitehall Centre	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Class</li> <li>• Date of birth, gender</li> <li>• Parents contact details</li> <li>• Medical information</li> <li>• SEND information</li> </ul>	Pupil and parent information in respect of residential visits	Electronically	For the duration of the visit. Destroyed by shredding unless a significant incident arises Please refer to

				retention guidelines
Chesterfield School Sports Partnership (SHAPE) (Bikeability)	<ul style="list-style-type: none"> <li>Full Name</li> <li>Class</li> <li>Gender</li> </ul>	Provision of sporting events and competitions	Paper records. Stored in accordance with Brookfield Community School guidelines	Duration of event. Destroyed by shredding unless significant incident arises
Brockwell Nursery & Infant School	<ul style="list-style-type: none"> <li>Full Name</li> <li>Parent 1 &amp; 2 Full Name</li> <li>Parent 1 &amp; 2 Phone Numbers</li> </ul>	Emergency Contact Details	Contact details for the Schools Critical Incident Plan	Locked up in a cabinet
Derbyshire Music Partnership	<ul style="list-style-type: none"> <li>Full Name</li> <li>Class</li> </ul>	Provision of music lessons in school	Consent and agreement entered into between Music Teacher and parent	Separate agreement between Music Teachers and Parents
Iventry visitor/pupil	<ul style="list-style-type: none"> <li>Parent Name</li> <li>Parent Email</li> <li>Image (visitor)</li> <li>Pupil Name</li> <li>Pupil Class</li> </ul>	Electronic signing in/out System	Electronic records Storage of records by Iventry meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data	Whilst ever the child is at BJS Name sticker with image shredded when parent signs out
Braistwick Photography	<ul style="list-style-type: none"> <li>Full Name</li> <li>Class</li> </ul>	Provision of School Photograph	Encrypted Electronic records	Retained for 1 Year
<ul style="list-style-type: none"> <li>Brookfield School Academy Trust</li> <li>Outwood Academy</li> <li>St Mary's High School</li> <li>Lady Manner's School</li> <li>Parkside Community School</li> <li>Henry Fanshawe School</li> <li>Any other School out of the area</li> </ul>	<ul style="list-style-type: none"> <li>Full Name</li> <li>Class</li> <li>Date of birth</li> <li>Gender</li> <li>Ethnicity</li> <li>Attendance</li> <li>Parents contact details</li> <li>Medical information</li> <li>SEND information</li> <li>Pupil attainment</li> <li>Safeguarding information</li> <li></li> </ul>	Transfer of information to Secondary School	Electronic records via RM Integrus and paper records forward in accordance with the school's policy.	Duration of child's education. Records transferred to secondary school
Parents and Friends Association(PFA)	<ul style="list-style-type: none"> <li>Full Name</li> <li>Gender</li> <li>Class</li> <li>Parent E-mail</li> </ul>	Fundraising events for the school	Electronically and paper records.	Duration of fundraising event
Perspective Lite (Angel Solutions)	<ul style="list-style-type: none"> <li>Sensitive data</li> </ul>	The system allows for the secure transfer of confidential documents which may hold sensitive data about individuals including names, addresses, SEND needs, Safeguarding concerns, attendance and personal contact details.	Electronically, password protected	Whilst ever the child is at BJS
X (Twitter)	<ul style="list-style-type: none"> <li>Image</li> <li>Year Group</li> </ul>	Used to showcase children's work and celebrate success in school.	Electronically	Whilst ever the child is at BJS

