



GDPR privacy policy for schools

This privacy policy explains how we control and process any personal information relating to school staff or pupils. BC Education Ltd. is committed to complying with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The GDPR comes into effect on 25 May 2018. Looking after the personal information that schools share with us is very important and we want schools to be confident that their personal data is kept safely and securely.

Who controls and processes the information?

BC Education is the data controller and processor for the personal data collected and used by BC Education Ltd. We have taken all appropriate measures to ensure the security of processing and compliance with the GDPR. We do not share personal data with any third party.

Debs Bragard is the data protection officer for BC Education Ltd. Her role is to oversee and monitor BC Education Ltd.'s data protection procedures, and to ensure BC Education is compliant with the GDPR. She can be contacted on 07595421642 or debs@bced.co.uk.

Why does BC Education Ltd. collect and use personal data relating to school staff and pupils?

BC Education Ltd. works in schools to improve planning, teaching and on-going assessment of English. In order to give appropriate advice, relevant support or bespoke training, it is necessary to collect and use relevant personal data that is provided by the school.

BC Education Ltd. provides external training courses, cluster training courses and in-school training courses. To ensure that training meets the needs of the school/s and or staff, it necessary to collect and use relevant personal data that is provided by the school.

What personal data is collected?

BC Education Ltd. works with schools to develop teaching and learning of English. As part of this work, we may collect the following relevant personal data about teachers/staff: title, name, email address, role in school, class name, year group, teaching status e.g. NQT.

In addition, the school can choose to provide relevant pupil personal data that would inform the school improvement work. Pupil personal data can include some or all of the following information: name, date of birth, gender, EAL, free school meal eligibility (PP), SEND (on school register for SEND), ability group in class, pupil progress, prior pupil attainment, targets.

How will the personal data be obtained?

Teacher/staff personal data may be obtained from the Head Teacher, School Admin staff or teachers in any of the following ways:

- When working in school, personal data may be provided in meetings
- When booking courses by email or through the BC Education Ltd. website, personal data will be included on the booking form
- When attending training, personal data may be provided on an evaluation form or request for resources
- When requesting support or advice by email, personal data will be provided by the sender.

Pupil personal data may be obtained from the Head Teacher, School Admin staff or teachers in any of the following ways:

- When working in school, personal data may be provided in meetings
- When corresponding with school, personal data may be provided in emails.

How is the data kept secure?

BC Education Ltd. has taken all appropriate measures to ensure the security of processing and compliance with the GDPR. BC Education Ltd. uses password-protected lap-tops and i-phones which have additional encryption software. If data is transferred through external hardware e.g. memory sticks, these are also encrypted. Encryption software also protects any data stored on a dedicated secured cloud server.

How long is the data stored for?

Personal data relating to teachers and/or pupils is stored according to the agreement or contract between BC Education Ltd. and the school. In accordance with the GDPR, BC Education Ltd. does not store personal data indefinitely. When data has been collected as the result of an agreement or contract with a school, personal data will only be stored for as long as is necessary to complete the task for which it was originally collected.

When personal data has been collected through course bookings, admin staff and delegates will be able to opt-in to receive further information about the course/resources and to opt-in to receive information about future courses.

Will the information be shared?

BC Education Ltd. does not share teacher or pupil personal data with any third party.

What are the school's rights?

Schools have the following rights in relation to the processing of personal data. The school has the right to:

- Be informed about the collection and use of their personal data
- Obtain confirmation that their personal data is being processed
- Correct personal data if it is inaccurate or incomplete
- Remove personal data where there is no compelling reason for its continued processing
- Withdraw consent for the processing of personal data at any time
- Object to direct marketing.

If the school has a concern about the way BC Education Ltd. processes its data, please contact BC Education at admin@bced.co.uk. If a school still has concerns, it can raise these with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can the school find out more information?

If the school would like to find out more information about the way BC Education Ltd. complies with the GDPR, please email admin@bced.co.uk.

We keep our GDPR privacy policy under regular review and we will place any updates on our website. This GDPR privacy policy was last up-dated on 17th May 2018.