



THE ROYAL BELFAST ACADEMICAL INSTITUTION

Privacy Notice: How we use pupil information

This notice describes what information the School holds about you, why we hold it and how we use it

WHAT IS DATA?

Data is any information which relates to you - the individual. Personal data is information which can identify you. An example of personal data is your full name, address and date of birth.

We also hold additional data which concern your achievements in school and attendance; and every pupil has a unique pupil number, which you will see more of when you come to do your exams.

WHY DO WE COLLECT AND USE YOUR DATA?

We collect and use your information to carry out our business as a school providing you with an education. Under the law we can use your data for “**specified, explicit and legitimate purposes**”. We use your data to:

- support your learning;
- monitor and report on your progress;
- provide appropriate pastoral care such as counselling;
- measure the quality of the services we provide; and
- comply with the law regarding data sharing.

The information which we collect, hold and share includes:

- Personal information such as name, unique pupil number and address
- Characteristics such as your ethnicity, language, nationality and free school meal eligibility
- Any disclosed medical information
- Any special educational needs that may be required
- Video and photographic images such as CCTV footage, sports team photographs, school visits/ events records
- Biometric data such as fingerprint analysis
- Attendance information such as number of absences and absence reasons.
- Academic record such as subject performance/ progress and academic achievement

THE LEGAL BIT

We process your information in order to exercise the official authority vested in the School to deliver education to you. A lot of the information we have about you is mandatory, which means we are by law allowed to have it, otherwise it would be impossible for us to do our job. Other information is given to us on a voluntary basis and this is when we ask parents/carers/or you for consent; for example, when we intend to use photographs or biometric finger prints. We will inform you when you have a choice whether or not you wish us to keep a certain category of information.

STORING YOUR DATA

We hold your data at least until you reach 25 years. It is then destroyed in a secure manner. For some pupils we can keep information longer than this, for instance a pupil with special educational needs or where the School has had safeguarding concerns. Under data protection legislation people can ask to be “forgotten” and for their data to be destroyed. As a school most of the information we hold is mandatory and so a request would be turned down.

WHY WE SHARE PUPIL INFORMATION

We are required by law to share information about you with the Department of Education for Northern Ireland, and this sharing means that the school will get enough funding for us to be able to educate you.

We share your data with other organisations for educational reasons - for example information shared with examining boards so you can sit an exam. On other occasions we may need to share your data for your own safety or wellbeing with organisations such as the PSNI, social services or the School counselling service.

SO, WHO DO WE SHARE INFORMATION WITH?

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils’ data with the Department of Education for Northern Ireland on a statutory basis. This data sharing supports school funding, educational policy and monitoring.

We routinely and/or occasionally share information with the following organisations:

- Department of Education for Northern Ireland (DENI)
- Education Authority
- Education and Training Inspectorate
- NHS (vaccinations/school nursing service)
- Capita/ SIMS /C2K
- PSNI
- Social Services
- Children & Adolescent Mental Health Services (CAMHS)

- Other schools (during pupil transfer)
- Library records system
- INFINEER cashless cafeteria
- Examination boards
- Work experience providers
- Offsite learning providers eg Belfast Met
- Residential trip organisers (and insurers)
- Tempest (school photographers)
- Parentmail
- Peripatetic agencies
- Third party counselling service – Family works
- Behavioural counselling service
- Action for Children

IN-SCHOOL CONTACT

If you would like to talk to anyone about your data, you can contact the Principal.

REQUESTING ACCESS TO YOUR PERSONAL DATA

The accuracy of your data is important to us. If you (or your parents/ guardians) believe that the information we hold about you is inaccurate you can ask for it to be corrected.

You also have the right to request access to information about you and your parents/ guardians have the right to request information about your educational record. To make a request for your personal information, or be given access to your educational record you can download a Subject Access Request Form from www.rbai.org.uk or you can write to to The Principal, RBAI, College Square East, Belfast BT1 6DL.