



Privacy Notice for Beaufort Special School

Last updated: 17.06.25

Who We Are

Beaufort Special School is a maintained special school located in Birmingham. As a data controller, we are committed to protecting the privacy and security of your personal information.

Our contact details:

Beaufort Special School

Stechford Road

Hodge Hill

Birmingham

B34 6BJ

Phone: 0121 675 8500

Email: enquiry@beaufort.bham.sch.uk

Website: <https://www.beaufort.bham.sch.uk>

What This Notice Covers

This notice explains how we collect, use, store, and share personal data about:

- Pupils
- Parents and carers
- Staff and job applicants
- Visitors

The Personal Data We Collect

We collect and process personal data including but not limited to:

- Names, addresses, contact details

- Date of birth and gender
- Emergency contact and family details
- Medical and health information
- Educational records, attainment, and behaviour
- Special educational needs (SEN) information
- Attendance and safeguarding records
- Photographs and CCTV images
- Biometric data (where applicable, with consent)

Why We Use This Data

We use this data to:

- Support pupil learning and development
- Provide appropriate pastoral care
- Monitor and report on pupil progress
- Comply with safeguarding obligations
- Manage admissions and school operations
- Meet our legal obligations
- Communicate with parents/carers

Our Legal Basis for Processing

Under the UK GDPR, we rely on the following lawful bases:

- Legal obligation (e.g., to comply with the Education Act)
- Public task (e.g., providing education)
- Consent (for certain types of data like photographs or biometric data)
- Vital interests (e.g., in emergencies)

How We Store Your Data

We securely store personal data in both electronic and paper formats with appropriate access controls. Retention periods are in line with the school's Data Retention Policy and statutory guidance.

Who We Share Data With

We may share personal data with:

- Local Authority (Birmingham City Council)
- Department for Education (DfE)
- NHS professionals and school nurse
- Social care and safeguarding partners
- External education providers
- IT service providers (under strict data protection agreements)

Your Data Protection Rights

You have the right to:

- Access your personal data
- Request rectification or erasure
- Object to or restrict processing
- Withdraw consent (where applicable)
- Lodge a complaint with the Information Commissioner's Office (ICO)

Contact the Data Protection Officer (DPO)

If you have questions or concerns about how your data is handled, please contact us in the first instance. Our DPO is Mrs N Harvey.

The Birmingham City Council's Data Protection Officer (DPO) for schools can be reached through the Corporate Information Governance Team. Their contact details are: PO Box 16366, Birmingham B2 2YY, and email: infogovernance@birmingham.gov.uk. They handle data protection matters related to schools and other council services.

Alternatively you can contact The Information Commissioners Office 0303 123 1113 or at <https://ico.org.uk/concerns/>

Changes to This Notice

We may update this privacy notice periodically. The latest version will always be available on our website or from the school office.