



Privacy Notice (How we use pupil information)

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- free school meal management
- Relevant medical information given by third parties such as NHS Trusts, GPs and allied medical professionals such as physiotherapists, speech and language therapists, sight and hearing professionals
- Pupil images
- Service children
- Looked after and previously looked after children

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to safeguard pupils
- g) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 was replaced by the General Data Protection Regulation (GDPR).

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing the majority of pupil information are:

Legal obligation- the processing is necessary to comply with the law.

Public task – we need it to perform a task in the public interest or for schools official functions.

We will always take into account your interests and rights. This Privacy Notice sets out your rights and the School's obligations to you. Article 6

Processing shall be lawful only if and to the extent that at least one of the following applies:

- Data subject has given consent.
- Necessary for the performance of a contract
- Processing is necessary for compliance with a legal obligation to which the controller is subject
- To protect the vital interests of the data subject of another person (such as providing contact and medical information for an emergency).
- For the performance of a task carried out in the public interest or in exercise of official authority.
- Necessary for the purposes of the legitimate interests.

Sometimes the use of your personal data (including the processing of Special Categories of personal data as per Article 9) requires your consent. We will first obtain your consent to that use.

Article 9

1. Processing of personal data revealing racial or ethnic origins, political opinions, religious or philosophical beliefs, or trade union membership and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning natural person's sex life or sexual orientation shall be prohibited.

2. Paragraph 1 shall not apply if one of the following applies:

- The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where union or member state law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject.
- Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.
- Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Collecting pupil information

We collect pupil information via registration forms for new starters at the start of the school year, via Data Collection Forms sent during the first term or via Common Transfer File (CTF) a secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Voluntarily provided data

Families are asked to voluntarily provide information including:

- Information about pupils' medical and dietary needs
- Information about pupils' family and ethnic background
- Information about your family background for the purpose of providing additional support to pupils in school
- Information about your beliefs and if practising so that we can be inclusive in our teaching and learning.

Storing pupil data

We hold both electronic and hard paper copies of pupil data. Personal information is kept securely. Data stored electronically can only be accessed by individual, personalised passwords. Files are backed up regularly and remotely off site.

We will not hold data for any longer than necessary, depending on the type of information and what it is used for. Typically data is held for the duration that your child attends school unless there are ongoing legal cases and the period until a child's 25th birthday for those who are registered with SEN.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- other local authorities that pupils move into after leaving us
- NHS/school nurse and other medical professionals where appropriate
- the Department for Education (DfE) and school bodies such as Ofsted.
- Childrens Social Services
- Archdiocese of Liverpool
- Virtue Technologies Ltd (Hosts school servers)
- Tucasi (accounting system)
- iTrack (assessment system)
- My Maths (webased to support pupils learning)
- White Rose Education (webased to support pupils learning maths and science)
- Wonde (transfer of school data from MIS to support school supplier programs)
- Edukey Education Ltd, Provision Mapping (assessment system)
- Edukey Education Ltd, Class Charts (webased to support pupils learning)
- Reading Solutions UK. (webased to support pupils learning)
- Schudio.com (Hosts school website)
- CPOMS(Child Protection, Online Monitoring and Safeguarding)
- Century Tech (webased to support pupils learning)
- Groupcall.com(transfer of school data from MIS to support school supplier programs)
- BFC Network (Microsoft Teams provision)
- Orchard Digital SPAG .com(webased to support pupils learning)
- Maths Circle (webased to support pupils learning)

- GL Education Group Ltd, WellComm. Support speech and language development.
- Phonic Tracker Ltd (assessment system KS1 & EYFS)

All these are data controllers in respect of the personal data that they receive and must themselves comply with GDPR and the associated Data Protection Bill which will replace the current Data Protection Act 1998.

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.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Department for Education (DfE)

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 the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section. For privacy information on the data the Department for Education collects and uses, please see:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Headteacher or Business Manager.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Headteacher.

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 December 2024

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs G Cleary Headteacher or Mrs H Oates Business Manager

St Anne's Catholic Primary School

Aughton Street

Ormskirk

Lancashire L39 3 LQ

01695 574697

businessmanager@st-annsrc.lancs.sch.uk

How Government uses your data

The pupil data that we lawfully share with the the Department for Education (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)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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 (DfE) 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 for Education (DfE).

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-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) 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 the Department for Education (DfE): <https://www.gov.uk/contact-dfe>