



## **PRIVACY Notice for Parents / Carers**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ or otherwise engage, to work in our school. This is for employment purposes to assist in the running of the school or to enable individuals to be paid.

St John's CE Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer (DPO) is Mrs. Sheryl Cardwell (see 'contact us' below).

### **Who processes your information?**

St John's CE Primary School is the data controller of the personal information you provide to us. This means that we collect and hold personal information relating to our pupils and their families. The school uses and processes pupil information within the remit of the Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

### **Which data is collected?**

The personal data that we may collect, use, store and share (when appropriate) about pupils and their families includes, but is not restricted to:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Contact details, contact preferences, telephone numbers
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as internal tests, pupils progress information and examination results)
- Safeguarding information
- Medical information (such as medical conditions, including physical and mental health, allergies, medication a student may require and medical incidents that have occurred inside or outside of school that may affect learning)
- Special Educational Needs and Disabilities information (such as specific learning difficulties, specific medical needs and previous learning or medical needs)
- Details of support received, including care packages, plans and support providers
- Behavioural information (such as rewards, achievements, incident slips and exclusions)

### **Why we collect and use this information**

We only collect and use pupils and families personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

St John's CE Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may receive information from their previous school, LA and/or Department for Education (DfE).

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996 and Education Act 2005
- Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care and guidance
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- to administer admissions waiting lists

### ***Collecting pupil information***

Whilst the majority of information we collect about pupils is mandatory, some of it is provided to us on a voluntary basis.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### ***How long is your data stored?***

We keep personal information about pupils and their families while the pupils are attending St John's. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Records Management & Retention Policy set out how long we keep information about pupils.

### ***Will my information be shared?***

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. The school is required to share pupils' data with the DfE on a statutory basis.

Where it is legally required, or necessary (and complies with data protection law we may share personal information. For example, with the following, provided we have a lawful basis for doing so:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Blackburn Diocese Board of Education
- the pupil's families and representatives
- educators and examining bodies
- Ofsted and SIAMS
- the Police force, courts and tribunals
- the School Nursing Team
- the National Health Service
- our Educational Welfare Officer / professional advisors

- our suppliers and service providers e.g. Parentapp

### ***National Pupil Database***

Law requires us, to provide information about our pupils to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the DfE and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and awarding bodies

The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England. Such organisations must agree to strict terms and conditions about how they will use the data.

Where we transfer personal data to a country or territory outside the European Economic Area (EEA), we will do so in accordance with data protection law.

### ***What are your rights?***

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- be informed how school uses your personal data;
- request access to the personal data that school holds;
- in certain circumstances, have inaccurate personal information corrected, deleted or destroyed, or restrict processing;
- request that your personal data is erased where there is no compelling reason for its continued processing;
- object to the use of personal data if it would cause, or is causing, damage or distress.
- object to decisions being taken by automated means;
- claim compensation for damages caused by a breach of data protection regulations.

Where processing of your data is based on your consent, you have the right to withdraw this consent at any time.

### ***How do I access my personal data?***

Under data protection legislation, parents and pupils have the right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents / carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we obtained the information from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether automated decision-making is being applied to the data, and any consequences of this

- Give you a copy of the information in an intelligible format

If you would like to make a request please contact our data protection officer (DPO)

Parents also have a legal right to have access to their child's educational record. To request access, please contact Mrs. Nadine Galloway, Head teacher.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that, our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can contact the Information Commissioner's Office:

- Report a concern at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Mrs Sheryl Cardwell – via the school office or at [dpo@st-john.blackpool.sch.uk](mailto:dpo@st-john.blackpool.sch.uk)