

St Mary's Catholic Primary School



Privacy Notice How we use Pupil and Parent Information

St Marys Catholic Primary School

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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' (also known as a fair processing notice) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils and parents.

We, St Mary's Catholic Primary School, are the Data Controller for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal information about pupils.

As a public body, we have appointed Grow Partners Ltd as its Data Protection Officer (DPO). The responsible contact is David Coy, david.coy@london.anglican.org, 07903506531.

The categories of pupil information that we collect, hold and share include but are not limited to:

- Personal information (such as name, date of birth, unique pupil number and address)
- Contact details and preference (contact telephone numbers, email addresses, addresses)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, religion)
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Assessment and attainment information including outcomes of statutory assessments (such as data scores, internal tracking, and internal and external testing including statutory test results)
- Relevant medical information (such as NHS and doctors' information, child health, allergies, medication and dietary requirements)
- Special education needs information (such as EHCP's, statements, applications for support, care or support plans)
- Behavioural information (such as exclusions and any relevant alternative provisions put in place)
- Safeguarding information
- Photographs (for internal safeguarding & security purposes, to capture learning, for educational purposes and to celebrate learning, school newsletters, media and promotional purposes)
- CCTV images
- Payment details.

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and use this information

We use this data for a number of reasons, including but not limited to:

- to support and monitor pupil learning, both face-to-face and remotely

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- to monitor and report on pupil progress and attainment
- to provide appropriate pastoral and medical care
- to assess the quality of our services
- to keep children safe and promote their welfare
- to comply with the law regarding data sharing
- to administer admissions waiting lists
- for research purposes
- to meet the statutory duties placed upon us by the Department for Education
- to administer free school meals payments
- to inform you about events and other things happening in the school
- to assess the quality of our services
- to comply with the law regarding data sharing.

Our legal basis for using this data

We only collect and use pupils' 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 process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's 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.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting pupil information

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Storing pupil data

Personal data relating to pupils at St Mary's Catholic Primary School and their families is stored in line with the school's GDPR Data Protection Policy.

We keep personal information about pupils while they attend our school. We may also keep it beyond their attendance at the school if this is necessary in order to comply with our legal

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obligations. In accordance with the GDPR, the school does not store personal data indefinitely; data is stored for as long as is necessary to complete the task for which it was originally collected. Details of how long we hold data is detailed in our Data Retention Policy. A copy of this policy can be found on the school website or requested from the school office.

Who we share pupil information with

We routinely share pupil information with third parties, including but not limited to:

- schools that the pupils attend after leaving us – to meet our legal obligations to share certain information
- local authorities – to meet our legal obligations to share certain information with them such as safeguarding concerns and exclusions, census data, results of statutory tests
- the Department for Education (DfE) and central government – to meet our legal obligations to share certain information, such as school census or assessment information
- other educational organisations such as Ofsted and the Standards and Testing Agency – to meet our legal obligations to share school information and data
- the pupil's family and representatives- to meet our legal obligation where a subject access request is made
- suppliers and service providers – to enable them to provide the service we have contracted them for
- financial organisations – to support the financial management of the school
- our auditors – to meet our legal obligations
- central and local government - to meet our legal obligations to share certain information, such as the school census or assessment information
- organisations appointed by central Government such as Edeन्द्र to meet our statutory requirements
- health services such as the NHS and the school nurse - to enable us to support the welfare of pupils
- health and social welfare services – to protect and support the welfare of pupils
- professional advisers and consultants – to enable us to review and improve our provision
- charities and voluntary organisations (such as IntoUniversity, Fisher Family Trust) – to enable us to support pupils, improve our provision and to receive donations where necessary
- survey and research organisations (Fisher Family Trust) – to enable us to enhance and develop our teaching and learning provision
- security software organisations such as InVentry
- management information systems such as SIMS/3BM which hold much of the pupil data and support in educational functions
- virtual education platforms such as Google Classroom/Gsuite, LGFL to support and deliver online learning
- communications companies to allow us to communicate effectively with parents (e.g. Groupcall)

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- professional bodies – to enable us to enhance and develop our teaching and learning provision
- police forces, courts and tribunals - to meet our legal obligations to share certain information when requested.

We may also share some limited personal information with providers of educational software to allow us to provide educational activities or services to our pupils.

Why we share pupil information

We do not share information about 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.

The National Pupil Database (NPD) and data collection requirements

The NPD is owned and managed by the Department for Education 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. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and exam boards.

We are required by law to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and the early years' census. Some of this information is stored in the NPD. 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>.

For more information about how the Department collects and shares research data, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

You can also contact the Department for Education on: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under GDPR, individuals have a 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.

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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 or your child, 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 got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. To request access, please contact the Assistant Head or Headteacher (email- info@st-marys.rbkc.sch.uk; telephone – 020 8969 0321).

St Mary's Catholic Primary School reserves to right to verify the requesters identification by asking for Photo ID, if this proves insufficient then further ID may be required.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Data Protection Breaches

If you suspect that yours or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage. Then we ask that you please contact the Assistant Head or Headteacher (email- info@st-marys.rbkc.sch.uk; telephone – 020 8969 0321) and advise us without undue delay.

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. If possible, please do this in term time to allow for a quicker response.

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

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Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online 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 (email-info@st-marys.rbkc.sch.uk; telephone – 020 8969 0321).