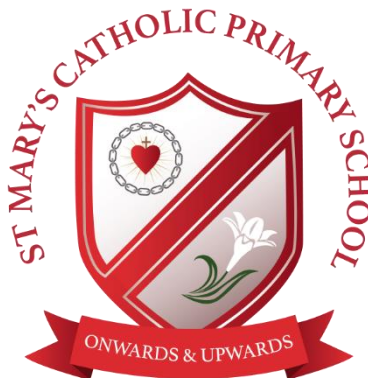


# St Mary's Catholic Primary School

## Privacy Notice



**Date adopted: Summer 2022**

**Review date: Summer 2023**

## Who we are

St Mary's Catholic Primary School is an academy trust, part of an umbrella trust called the Bromley Catholic Schools Trust. The academy trust is the organisation which is in charge of your personal information. This means the academy trust is called the Data Controller.

## The categories of pupil information that we process include the following: -

- 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, for example KS1 and KS2 SATs;
- Behavioural information (such as exclusions and any relevant alternative provision put in place);
- Information about free school meal and pupil premium eligibility;
- Information for catering management purposes (e.g. whether your child has school dinners and how often);
- Permission slips relating to school trips or visits.
- We will also use photographs. These might be static images, but will also be moving images since we have a camera in the Main Hall to record events and we also have CCTV cameras mounted in school to monitor activity outside of the school. More details about this are in our photograph policy.

## Why we collect and how we use pupil information

We, St Mary's Catholic Primary School, collect and hold personal information relating to all of our pupils and may also receive information about them from their previous school, local authority and / or the Department for Education (DfE).

We use this personal data to:

- Support learning;
- Monitor and report on progress;
- Provide appropriate care;
- Assess the quality of our services;
- To keep children safe (food allergies or emergency contact details);
- And, to comply with the statutory duties placed on us by DfE data collections.

The use of information for these purposes is lawful for the following reasons: -

- The Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils;
- It is necessary for us to hold and use the information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information;

We will not usually need your consent to use information. However, if at any time it appears to us that we would like to use personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be when we are involved in activities which are not really part of our job as an Academy Trust, but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time.

### **How we collect pupil information**

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for parents or carers to provide it, whether there is a legal requirement on the academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We will also obtain information from your previous school, usually via secure file transfer from your previous school.

### **When we give your information to others**

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact:

- Mrs E Tracey, the school's Admin and Admissions Officer either in person, in writing or by e-mail using this address: [admin@stmaryscp.co.uk](mailto:admin@stmaryscp.co.uk)

We are required, by law under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

The National Pupil Database (NPD), 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 awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then 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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to:  
[National pupil database: user guide and supporting information - GOV.UK](#).

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 by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the dat

