



St. Nicholas C of E Primary School

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Privacy Notice for pupils and their families

Who processes your information?

St Nicholas C of E Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. There are several ways you can contact us which are all listed at the top of this privacy notice.

In some cases, your data will be outsourced to a third-party processor. However, this will only be done with your consent, unless the law requires or allows the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that St Nicholas C of E Primary School upholds are imposed on the processor.

Our Data Protection Officer is Miss Rachel Younger. You can contact her at dpo@st-nicholas.blackpool.sch.uk or via our postal address which is at the top of this privacy notice. Please mark the envelope 'Data Protection Officer'.

Why do we collect and use your information?

St Nicholas C of E Primary School holds the legal right to collect and use personal data relating to pupils and their families and we may also receive information regarding them from their previous school or early years provider, local authority (LA) and/or the 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
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- The Education (Pupil Registration) (England) Regulations 2006 and their subsequent Amendments
- The Education (Pupil Information) (England) Regulations 2005 and their subsequent Amendments

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

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our service
- Meet legal duties placed on us by the government

- Protect the school buildings and assets
- Ensure the safety of pupils and other people present on school premises, and to enhance positive behaviour of pupils
- Complete statutory returns to the DfE
- Respond to and defend against legal claims
- Investigate and respond to complaints
- Protect our staff from abusive or nuisance calls
- Fulfil and monitor our legal responsibilities under health and safety legislation

Which data is collected?

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as national curriculum assessment results)
- Safeguarding information (such as court orders and involvement from other professionals like social workers)
- Relevant medical information (such as allergies and medication requirements)
- Special educational needs and disabilities (SEND) information (about any additional needs your child may have)
- Behavioural information (such as exclusions)
- Photographs
- CCTV footage
- Telephone calls made and received on the school's telephone system

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if you have a choice. If you have given us information on a voluntary basis, you have the right at any point to request that this information is deleted from our records.

The categories of information that we collect, hold and share about parent/guardian/other family contacts include:

- Contact information including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

How long is your data stored for?

Personal data relating to pupils at St Nicholas C of E Primary School and their families is stored in line with the school's retention schedule.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected and/or to comply with relevant legislation or statutory guidance.

Will your information be shared?

The school is required to share pupils' data with the DfE on a statutory basis; this sharing underpins school funding and educational attainment policy and monitoring. For more information about these requirements go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

We routinely share pupil information with our LA in accordance with the Education Act 1996 and Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We routinely pass on information to schools that our pupils go to after leaving us in accordance with The Education (Pupil Information) (England) Regulations 2005.

We also routinely share information with the school nursing service to enable them to carry out the National Child Measurement Programme (NCMP) in accordance with The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

We use data processors who are third parties who provide elements of our services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

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 the school office using the contact details at the top of this privacy notice.

You also have the right to:

- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- request that we restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not 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 the school's Data Protection Officer in the first instance. You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>