



St. Nicholas C of E Primary School

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Privacy Notice for our pupils and their families (updated October 2022)

Under UK 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 these individuals.

This privacy notice is to help you understand how and why we collect your personal information and what we do with it. It also explains the decisions that you can make about your own 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.

Our Data Protection Officer is Miss Rachel Younger. You can contact her at dpo@st-nicholas.blackpool.sch.uk or via the school office.

What types of information are 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)
- Behavioural information (such as exclusions)
- Details of what schools / nurseries pupils attended previously
- Photographs & videos
- CCTV footage

We may also collect the following special category data about our pupils, where relevant:

- Information regarding health conditions
- Special educational needs and disabilities (SEND) information (about any additional needs your child may have)

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 about siblings including name, date of birth and school attended
- 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
- CCTV footage
- Telephone calls made and received on the school's telephone system

How do we collect your information?

Most of the personal information we process is provided to us directly by you through a range of channels, including: admissions application form, data collection form, etc.

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.

We also receive personal information about pupils and their families through technical systems such as our computer networks, CCTV and telephone recording system.

Why do we collect and use your information?

We collect and use the personal information of pupils and their families to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our service
- Administer admissions applications and waiting lists
- 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

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations.

What is the lawful basis for processing this information?

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a) Your consent
- c) We have a legal obligation
- e) We need it to perform a public task

For special category data, we only process it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in Article 9 of the UK GDPR:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

Will your information be shared?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for the efficient running of the school, we may share personal information about you with:

- Our local authority, Blackpool Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education (DfE) – see next paragraph for further detail
- The Diocese of Blackburn Board of Education
- Ofsted and SIAMS
- Professional advisers and consultants
- Police force, courts, tribunals
- Schools that your child attends after leaving us

DfE

The school is required to share pupils' data with the DfE on a statutory basis, either directly or via our local authority; 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 the DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

How is your data stored and how long for?

We have put in place measures to protect the security of your information. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

In accordance with the UK 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.



Our retention schedule sets out details of how long we keep information about pupils and their families. You can read this on our website via this link: [Data Protection & Information Management | St Nicholas Church of England Primary School \(st-nicholas-blackpool.org.uk\)](https://www.st-nicholas-blackpool.org.uk/Data-Protection-Information-Management)

We dispose of your personal data securely when we no longer need it.

What are my rights?

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

You have the right to:

- Ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process.
- Ask us to rectify information you think is inaccurate; you also have the right to ask us to complete information you think is incomplete. This right always applies.
- Ask us to erase your personal information. This right applies in certain circumstances.
- Ask us to restrict our processing of your personal data. This right applies in certain circumstances.
- Object to our use of your personal data. This right applies in certain circumstances.

Concerns and complaints

As a school, we hope that we are open and transparent about data. We must do this whilst protecting individuals and their right for their data to be held securely. We take any complaints about our use of personal information very seriously.

If you have any concern or complaint about the way we are collecting or using your personal data, please raise this with the school in the first instance.

To make a complaint, please contact our Data Protection Officer via the school office or by emailing dpo@st-nicholas.blackpool.sch.uk

You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>