# Privacy Notice

**How we use pupil information**

Our Lady and St John's Catholic Primary School is the data controller of the personal information you provide us. It is our legal obligation to collect and use personal data relating to pupils and their families, and we may also receive information from previous schools, Local Authorities and 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 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject
- Article 9 (GDPR) condition: For substantial public interest on legal basis.
- Education Act 1966
- Section 3 Of The Education (Information About Individual Pupils) (England) regulations 2013.

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 the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards the Our Lady and St John's Catholic Primary School upholds are imposed on the processor.

**The categories of pupil information that we collect, hold and share (when appropriate) include:**

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information/special educational needs information
- Assessment information
- Photographs and CCTV images captured in school

**Why we collect and use this information**

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 whilst in school and on school visits

- To access the quality of our services
- Administer admissions waiting lists
- Carry our research
- Comply with the law regarding data sharing

**Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us in 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.

**Storing pupil data**

All information you provide to us is stored on secure servers or in secure filing cabinets, Electronic copies of Personal Data ware kept securely and information will only be processed where we are satisfied that it is reasonably secure. We hold pupil data for the duration of your child's attendance at our school. Once they leave we transfer all files to their destination school.

**Who we share pupil information with**

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Local authorities
- The Department for Education (DfE)
- Diocese of Westminster
- School Nurse
- Outside agencies working with individual children

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

We share pupils' data with 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 Pupils) (England) Regulations 2013.

**Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools

**The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in school 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 Pupils) (England) Regulations 2013.

To find out more about the NPD, go to:

https://www.gove.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 by:

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

The Department has robust process 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 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 data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided pupil information, (and which project), please visit the following website:
https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE: https://www.gov.uk/contact-dfe

**Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them we hold. To make a request for your personal information, or be given to your child's educational record, contact the school office.

You also have the right to:

- 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

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the information Commissioner's Office at https://ico.org.uk/concerns/

If you would like to discuss anything in this privacy notice, please contact:

**Gary Padbury, Foundation Governor – via school office.**

# PRIVACY NOTICE DECLARATION

I, _____, declare that I understand:

- Our Lady and St John's Catholic Primary School has a legal and legitimate interest to collect and process my child's our personal data in order to meet statutory requirements.
- How my child's/our data is used
- Our Lady and St John's Catholic Primary School will not share my child's data to any other third parties without my consent, unless the law require the school to do so.
- Our Lady and St John's Catholic Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My child's/our data is retained in line with the school's GDPR Data Protection Policy
- My rights to the processing of my child's/our personal data
- Where I can find out more information about the processing of my child's/our personal data.

Name_____

Signature_____

Data _____