



St Paul's Catholic Primary School

Privacy Notice

(How we use pupil information)

Under the data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. During your child's time with us, we will gather and use information relating to your child and their family. Information that we hold in relation to individuals is known as their "personal data". This privacy notice explains how we collect, store and use personal data.

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

- Personal information (such as name, unique pupil number, addresses and emergency contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and previous schools attended)
- Exclusions
- Assessment and attainment information
- Relevant medical information
- Special Educational Needs/Disability information
- Behavioural information
- Safeguarding information
- Photographs

Why we collect and use this information:

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to comply with the law regarding data sharing

The lawful basis on which we use this information:

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- to comply with a legal obligation
- to perform an official task in the public interest

We may also process personal data in situations where:

- we have obtained consent to use it in a certain way
- we need to protect an individual's vital interests

Collection pupil information:

We collect pupil information via application forms, data collection forms, consent forms and Common Transfer Forms (CTF) or secure file transfer from previous schools.

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 requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if your consent is needed and how consent can be withdrawn.

Storing pupil data:

We hold pupil data securely for the set amount of time shown in our data retention schedule.

Who we share pupil information with:

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority / other local authorities
- the Department for Education (DfE)
- Shrewsbury Diocese
- school nurse
- Health authorities

Why we share pupil information:

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 the Department for Education (DfE) on a statutory basis. The DfE collects personal data from

educational settings and local authorities via various statutory data collections. 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.

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 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 NPD, go to <https://www.gov.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 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 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 for 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 that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

- Mrs L Clowrey at the school office admin@st-pauls-hyde.tameside.sch.uk

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/>

Contact:

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

- Mary Ann Davison (DPO) dataprotection@st-pauls-hyde.tameside.sch.uk

Data Protection

We encrypt specific data with the latest technologies and maintain and upgrade our firewalls, anti-virus software and protocols on a regular basis to ensure your data is kept safe.

Our Approach To Data Protection

Data protection and privacy is one of our core priorities and we do everything in our power to ensure it is kept safe, used only when needed and deleted after we have finished with it. We only ever store data that is absolutely necessary to provide you with the services we provide and fulfil our legal obligations.