St Mary's RC Primary School

Privacy Notice – Pupils and Parents

(How we use pupil information)

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, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Special educational needs and disabilities (SEND) and medical information
- Behaviour information including exclusions
- Assessment information, including attainment and progress
- Foster and nurture alumni relations after pupils have left

Why we collect and use this information

At St Mary's School we collect and hold personal information relating to 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:

- to support pupil learning
- to monitor and report on pupil progress
- ensure appropriate provision is made for individual children
- to provide appropriate pastoral care / and medical care if applicable
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under the Data Protection Act 1998 and the education Act 1996 which are a lawful basis for collecting and using pupil information for general purposes (and from Article 6 and Article 9 where data processed is special category data from the general Data protection Regulation from 25 May 2018.

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

- St Mary's 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 your 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 your information. However, if at any time it appears to us that we would like to use your 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 2 most likely to be when we are involved in activities which are not really part of our job as a School but which we are involved in because we think it would benefit our pupils. If you give your consent, you may change your mind at any time.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you / your parents to provide it and whether there is a legal requirement on the school 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.

This information can be found in the census guide documents on the following website https://www.gov.uk/education/data-collection-and-censuses-for-schools]

Collecting pupil information

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

We store pupil data:

- electronically until the pupil is 25,
- paper files are transferred to secondary schools at the end of their primary phase.

We only keep personal pupil data for as long as we need to or for as long as the law requires us to. Most of the information we have about pupils will be in the pupil file. We usually transfer pupil data to the pupil's new/ secondary school. If we are unable to, we keep these until the pupil's 25th birthday. We hold pupil data in line with the Information Records management society. http://irms.org.uk

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority • the Department for Education (DfE)
- the Education Commission, Archdiocese of Southwark
- School nurse
- Disclosure connected with SEND support – eg. Professionals provding therapy or educational intervaentions, such as speech and language therapy and occupational health
- CAMHS (child and adolescent mental health service)
- ParentPay
- Target Tracker (School assessment system)

The information disclosed to these people / services / organisations will include personal information about pupils, often including sensitive . Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

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. 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.

Our disclosure of your personal data is lawful for the following reasons:

- St Mary's is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

It is in your vital interests for your personal information to be passed to these people or services. We will ask you for consent once we think that you can understand what we are asking. This is because the law requires us to ask you if you can understand. Normally, we involve your parents too. By law we won't need their consent if you can give it but parents like to be involved because it is part of looking after you. Before you are old enough to understand we will ask your parents to consent for you.

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-censusesfor-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-pupildatabase-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/nationalpupil-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 Ms C Coley on office@st-marys.lambet.sch.uk or on 020 7622 5479.

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: Ms C Coley on office@st-marys.lambeth.sch.uk or on 020 7622 5479.

How to raise a concern

We hope that Ms C Coley, can resolve any query you raise about our use of your information in the first instance.

We have appointed a Data Protection Officer to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Ms C Coley then you can contact the DPO on the details below: -

Data Protection Officer Name: Mr M Ginn

Data Protection Officer Details: London Borough of Lambeth

Data Protection Officer Email: MGinn@lambeth.gov.uk

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.