



## Privacy Notice - (How we use pupil information) For Pupils, Parents and Carers

St Patrick's Catholic Primary School is the Data Controller for the use of personal data in this privacy notice. A new data privacy law was introduced in the UK from 25 May 2018. As a result, we're publishing a Privacy Notice to make it easier for you to find out how we use and protect your information. We have not changed the way we use your personal information, but the notice will provide you with additional details.

**The categories of pupil information that St Patrick's Catholic Primary School collect, hold and share include:**

- Personal identifiers and contacts
  - full name, address, unique pupil number, date of birth, gender, telephone numbers, school history, & photograph.
- Parental information
  - Telephone numbers, email addresses, address, contact details, relationship to pupil & Language
- Registration Information
  - Registration Group, Year Group, admission date, admission number & enrolment Status
- Characteristics
  - Ethnicity, language, nationality, country of birth, free school meal eligibility, religion, transport method & traveller status.
- Safeguarding information
  - Court orders and professional involvement
- Attendance information
- Percentage attended, sessions attended, number of absences and absence reasons & previous schools attended
- Relevant Medical information
- Medical conditions, Medical Practice details, dental health, medical events, allergies & dietary requirements
- Special educational needs information
- SEN status, SEN reviews, Education Health Care Plan (EHCP) reviews, reading age, spelling age, & learning difficulties

- Exclusions / behavioural information
  
- Achievements, behaviour incidents, exclusions including reason and length of exclusion, detentions including attendance records & behaviour stage
  
- Leaving information
  - Date of leaving, reason for leaving and destination upon leaving
  - Assessment and attainment information
  - Key Stage 1 ,2 and phonics results and any relevant results
  - CCTV images captured in school

### **Why we collect and use pupil information?**

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements. 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 assist with personal and site security
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education
- to comply with the law regarding data sharing

### **The lawful basis for which we use this information**

We collect and use pupil information under section 537A of the Education Act 1996, the Data Protection Act 2018 and The UK General Data Protection Regulation including Article 6

‘Lawfulness of processing’ and Article 9 ‘Processing of special categories of personal data’

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

### **Collecting pupil information**

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from a previous school or to the new school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it 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 you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### **Storing pupil data**

We hold pupil data for the time specified in the school's records retention policy. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

### **Who do we share pupil information with?**

We routinely share pupil information with:

- Schools – (please contact Data Protection Officer)
- Arbor - <https://arbor-education.com/privacy-notice-cookie-statement/>
- Bristol City Council - <https://www.bristol.gov.uk/about-our-website/privacy>
- South Gloucestershire City Council - [https://find-information-for-adultschildrenfamilies.southglos.gov.uk/kb5/southglos/directory/privacy\\_policy.page](https://find-information-for-adultschildrenfamilies.southglos.gov.uk/kb5/southglos/directory/privacy_policy.page)
- The Department for Education (DfE) - <https://www.gov.uk/education/data-collectionandhttps://www.gov.uk/education/data-collection-and-censuses-for-schoolscensusesfor-schools>
- Diocese of Clifton - <https://cliftondiocese.com/privacy-notice/>
- Cardinal Newman Catholic Trust - [https://www.newmancatholictrust.com/files/ugd/4ca03d\\_ed6725976e4542ad9f377d15d78bdc18.doc?dn=10C87E~1.DOC](https://www.newmancatholictrust.com/files/ugd/4ca03d_ed6725976e4542ad9f377d15d78bdc18.doc?dn=10C87E~1.DOC)
- Catholic Education Service (CES) - <http://www.catholiceducation.org.uk/guidance-for>  
<http://www.catholiceducation.org.uk/guidance-for-schools/data-protection-and-foi>
- Parentpay - <https://www.parentpay.com/parentpay-and-gdpr/>
- Schoolcloud - <https://www.schoolcloud.co.uk/privacy-notice.asp>
- Capita SIMS - <https://www.capita-sims.co.uk/privacy-notice>
- Cpoms - <https://www.cpoms.co.uk/privacy/>
- Zoom - <https://zoom.us/privacy>
- Chartwells – Catering Suppliers <https://www.compass-group.co.uk/privacy-notice/>
- School Health Nursing Service - <https://communityequipment.sirona-cic.org.uk/?s=privacy+notice>
- NHS and its related parties – (please contact the Data Protection Officer)
- Auditors – <https://www.milstedlangdon.co.uk/privacy-policy/>
- Third parties who provide educational resources and services and Digital Learning Platform Providers (please contact the Data Protection Officer at the school for a full list.)
- Seesaw – Remote Learning providers - <https://web.seesaw.me/privacy>
- Wonde – Department of Education data sharing platform - <https://www.wonde.com/privacy-policy/>
- Google – Google email address to support online learning and access to Google Classroom.

- Microsoft - Outlook email address to support online learning and access to Outlook Teams and Outlook 365 <https://privacy.microsoft.com/en-gb/privacystatement>

## **Why we regularly 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.

## **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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](#).

For more information, please see 'How Government uses your data' section at the end of this notice.

## **Local Authorities**

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels
- the Safeguarding Team

## **How Government uses your data**

- The pupil data that we lawfully share with the DfE through data collections:
- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## **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/datacollection-and-censuses-for-schools>

## **The National Pupil Database (NPD)**

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/nationalpupildatabase-user-guide-and-supporting-information>

## **Sharing by the Department**

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with the Home Office and the Police, please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

## **How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information>  
<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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, we ask requestors to complete a SAR form which is available on the school website or by emailing the Data Protection Leader using [bursar@stpatrickscps.org](mailto:bursar@stpatrickscps.org)

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
- a right to seek redress, either through the ICO, or through the courts.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

<https://www.gov.uk/government/collections/your-data-and-how-we-use-it>

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by emailing the Data Protection Leader using [bursar@stpatrickscps.org](mailto:bursar@stpatrickscps.org).

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 26<sup>th</sup> January 2023.

### **Contact**

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

Data Protection Leader, c/o St Patrick's Catholic Primary School, Blackswarth Road, Redfield, Bristol

