



Privacy notice for pupils

As a pupil of St Patrick's RC Primary School, you have a legal right to be informed about how school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you which explains what personal data we collect, store and use about you.

We, **St Patrick's RC Primary school**, are the 'data controller' for the purposes of data protection law.

Our data protection officer is our **School Business Manager** (see 'Contact us' below).

The personal data we hold

Information includes:

- Your contact details
- Your test results
- Your attendance
- Your characteristics, like your ethnic background, or whether you are entitled to a free school meal
- Your special educational needs and any professional support that you may receive
- Any medical conditions you have or accidents you have been involved in
- Details of any behaviour issues or exclusions
- Any extra support you have in school
- Photographs and CCTV images

Why we collect use this data

The personal information we hold about you is to support your learning and to ensure that you are well looked after whilst you are at school. This could mean:

- Getting in touch with you and your parents when we need to
- Checking how you're doing in your schoolwork and tests and checking whether you or your teachers need any extra help
- Tracking how well the school performs altogether
- Looking after your health and wellbeing
- Making sure that we follow the rules set by the Department for Education (DfE) for sending information

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law

- We need to use it to carry out a task in the public interest (to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, which means there may be several grounds which justify our use of it.

Collecting this information

We collect your information from admission forms from the Local Authority, registration forms at the start of the school year or Common Transfer Files (CTF) or secure file transfer from previous schools. We ask your parents to check and update your information on an annual basis.

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether to provide it.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law. This information is kept within our School Information Management System.

We have a record retention schedule which sets out how long we must keep information about pupil, which can be found on our school website.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it is allowed under data protection law), we may share your personal information about with:

- Other schools you attend after leaving our school
- The Local Authority
- The Department for Education (DfE)
- The NHS and school nurse
- The pupil's family and representatives
- Examining bodies
- Ofsted
- Suppliers and service providers
- Health and social welfare organisations – e.g. CAMHS, educational psychologist
- Police forces, courts, tribunals

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use 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>

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by

- a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- School Business Manager – sbm@st-patricks.lancs.sch.uk, 01772 555436