



With Jesus, we love, learn and pray: to grow in the St Cuthbert's way'

St Cuthbert's Catholic Primary School Privacy Notice

(How we use pupil information)

St Cuthbert's is the Data Controller for the use of personal data in this privacy notice.

This privacy notice explains how we collect, store and use personal data about pupils.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
 - attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
 - assessment and attainment (such as key stage 1 and phonics results and any relevant results)
 - behavioural information (such as exclusions and any relevant alternative provision put in place)
- Details of any support received, including care packages, plans and support providers • Photographs
- CCTV images captured in school
 - Data received from other organisations, including other schools, local authorities and the Department for Education
- Catering and free school meals management
- Income received via our nominated collection provider
- Financial details such as proof of earnings when applying for free school meals

- Destination of pupils after they have left us.

This list is not exhaustive, to access the current list of categories of information we process please contact the school office.

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to protect pupil welfare
- e) to assess the quality of our services
- f) to keep children safe (food allergies, or emergency contact details)
- g) to meet the statutory duties placed upon us by the Department for Education
- h) to administer admissions waiting lists
- i) to carry our research
- j) to comply with the law

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

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest We may also process pupils' personal data in situations where:
- We have obtained consent to use in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.

Collecting pupil information

We collect pupil information via registration forms, data collection forms, Common Transfer File or secure file from previous 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 securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please speak to the school office.

We keep all personal information about pupils secure electronically (via use of password and limited user privileges) and/or it is stored in locked filing cabinets/cupboard.

Who we share pupil information with

We routinely share pupil information with:

Data shared to meet our legal obligation. We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013:

- the Department for Education (DfE) Information shared is to meet our legal obligations or perform an official task in the public interest or to protect the individual's vital interests (or someone else's interest):
- schools
- local authorities
- The NHS
- Pupil's destinations upon leaving school including the relevant LA
- Ofsted
- Police forces, courts, tribunals
- Health authorities
- Our school counsellor
- TESS team
- Educational Psychology Service
- IT provider
- Professional educational advisers and consultants
- Educators and examining bodies & other professional bodies.

The following enables the schools to record all pupil data and assessment data legally required for census and to record safeguarding and behaviour data to protect the individual's vital interest:

- Cpoms – our safeguarding tool

- SIMS
- Tapestry- our EYFS assessment tool.

The information is shared to perform an official task in the public interest by enabling our suppliers and service providers to provide the service we have contracted them for:

- Our lunch ordering system CYPAD
- Parent pay
- Our messaging system (Parent mail)

The information is shared to perform an official task in the public interest or to protect the individual's vital interests (or someone else's interests):

- Evolve – trip planning software
- Wigan Music Service The information is shared to perform an official task in the public interest so pupils can use educational tools.
- Curriculum related applications e.g. Purple Mash, Timetable Rockstars

Consent is obtained before sharing the following:

- Survey and research organisations
- Marketing
- Social media

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.

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. Requesting access to your personal data Under UK GDPR, 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 Mr J Rushton, Data Protection Officer via the school office. Depending on the lawful basis above, you may 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/>

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 contacting the school office

Changes this notice

We reserve the right to update this notice at any time and we will notify you of the new privacy notice when we make any substantial updates.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer:

Mr J. Rushton, St Cuthbert's Catholic Primary School Thorburn Road Pemberton Wigan WN5 9LW - 01942 222721