St. Joseph's Catholic Primary School

Privacy Notice

(How we use pupil and parent information)

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

- Personal information (such as name, date of birth, unique pupil number and address)
- Characteristics (such as religion, ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical conditions, Dietary Information and Allergies
- Special Educational Needs and Disabilities
- Behaviour and exclusions
- Pre-Admission and School Application information (including proof of baptism and Supplementary Information Form)
- Emergency Contact information
- Payment information
- Photographs and video recordings

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 comply with the law regarding data sharing
- to safeguard pupils
- to administer admissions to the school
- to support the provision of appropriate health services (including school nurses / flu vaccination programmes, dental surveys)
- to provide access to appropriate and efficient IT curriculum resources
- to promote the school and to celebrate the achievements of pupils
- to identify pupils
- to provide relevant and appropriate extra-curricular activities

We use parent 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 comply with the law regarding data sharing
- to safeguard pupils

- to administer admissions to the school
- to support the provision of appropriate health services (including school nurses / flu vaccination programmes, dental surveys)
- to manage payments to the school
- to identify parents
- to communicate information about the school or pupils

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

2. Paragraph 1 shall not apply if one of the following applies:

(j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education. Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

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 only hold information for as long as is necessary in accordance with our data retention schedule. We hold pupil and parent information whilst the child remains at the primary school. Special Education Needs files are retained in school until the child reaches their 25th birthday.

Who we share pupil and parent 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 NHS, the School Nursing team and other Health Professionals who carry out the flu vaccination programmes and dental surveys in school.
- Social Services
- The Catholic Education Service and Liverpool Archdiocese
- OFSTED and other school inspectorates
- External Coaches engaged by school
- Active Nation for children attending swimming lessons organised by school
- ICT and Online Service Providers

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.

We share class list information with providers in connection with the following public health screening programmes:

- National Child Measurement Programme (NCMP)
  The *lawful basis* for processing personal data is:
  Art. 6 (1) (e) GDPR:
  Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
  The personal data processed in respect of these two public health screening programmes includes personal data revealing ethnic origin which is classified as *special category personal*

data under Art. 9 GDPR which merit special protection and consequently a further condition for processing is required.
The additional lawful basis for processing special category personal data (specifically ethnic origin) is:
Art. 9 (2) (i) GDPR:
Processing is necessary for reasons of public interest in the area of public health

- **Dental Screening Survey & Vision Screening Programmes**
  The *lawful basis* for sharing personal data is:
  Art. 6 (1) (f) GDPR:
  Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party
  The legitimate interest is *to provide public health services and improve health and wellbeing outcomes for children and young people*, which falls outside the task of schools as public authorities to provide education to children and young people.
  Processing is *necessary* as only schools hold up to date class list/address data to facilitate:
  - Any necessary follow-up arrangements, in response to identified need or to promote health and wellbeing, by a health professionals. Contact is arranged with the child/ young person or with parents/ carers.
  - Any appointments being sent to the parent/guardian of a child who requires further assessment of their optical health needs – or to arrange follow-up as indicated by the initial screening tests.

The LEA only receive snapshot census data 3 times per year.
It is in the child's interests to be offered an appointment to treat any identified further health needs. Some conditions such as amblyopia (lazy eye) are much more difficult to treat if left undiagnosed after the age of 8 and can result in permanent vison loss.
Optical and oral health are important aspects of a child's overall health status

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 Karen Southworth, School Administrator.

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:

Mrs Katie Cunliffe, Headteacher.