St Mary's
Catholic Primary School





Pupil Privacy Notice

St Mary's Catholic Primary School

PUPIL PRIVACY NOTICE

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Privacy Notice (How we use pupil information)

1. Who processes your information

St Mary's Catholic Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that St Mary's Catholic Primary School upholds are imposed on the processor.

Tracy Vincent is the Data Protection Officer, whose role is to oversee and monitor the school's data protection procedures, and to ensure it is compliant with the GDPR.

2. Why we collect and use your information

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
- 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)
- behavioural information (such as exclusions)

3. Why we collect and use pupil information

St Mary's Catholic Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, The Diocesan Education Service (DES), LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR

- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

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

- Compliance with legal obligations to ensure children receive education, attend school on a regular basis, and are kept safe.
- to carry out tasks in the public interest (the provision of education)

Any legitimate interests pursued by us, or third parties we use, are as follows:

- To enable you (or your child) to participate in extra-curricular school activities.

We also collect and use the following types of pupil data, under Article 9 of UK GDPR:

- health and welfare data
- racial or ethnic origin
- religious beliefs

For the following reasons:

- required under the Education Act 1996
- necessary for social protection purposes (eg safeguarding of individuals at risk; protection from unlawful acts).

4. Consent

As we are not relying on consent as the legal basis for processing your (or your child's) data we do not need to seek your permission to process the data. By issuing this notice to you we

are fulfilling our legal duty to inform you that the processing is taking place.

5. How we collect pupil information

We collect pupil information via registration forms at the start of the school year, Common Transfer File (CTF), secure file transfer from previous school, data collection forms issued at the beginning of each academic year or in-year change of details forms.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it may be 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.

6. How we store pupil data

Personal data relating to pupils at St Mary's Catholic Primary School and their families is stored in line with the school's GDPR Data Protection Policy. For more information on our data retention schedule and how we keep your data safe, please visit http://www.stmaryrc.bham.sch.uk

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

7. Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Diocesan Education Service
- the Department for Education (DfE)
- the Police and Law Enforcement
- the Fisher Family Trust
- the NHS

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

8. 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 our Data Protection Officer:

	Data Protection Officer contact details
Contact Name:	Mrs Tracy Vincent
Address line 1:	St Mary's Catholic Primary School
Address line 2:	Vivian Road
Address line 3:	Birmingham
Address line 4:	B17 0DN
Email:	dpo@stmaryrc.bham.sch.uk
Telephone:	0121 464 2141

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 or complaint 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/