

# St Dunstan's Catholic Primary School

## Privacy Notice for Pupils and Parents (How we use pupil and parent information)

### Introduction

St Dunstan's Catholic Primary School is committed to protecting the privacy and security of the personal information of our pupils and their families.

This Privacy Notice explains how and why we collect, use, store and share personal information about pupils and their parents/carers. It also explains your rights under UK data protection legislation.

For the purposes of data protection law, St Dunstan's Catholic Primary School is the **Data Controller**.

We collect and process personal information in order to:

- provide pupils with a high-quality education;
- keep children safe and promote their welfare;
- fulfil our legal and statutory obligations;
- administer the school effectively and efficiently; and
- support pupils' learning, development and wellbeing.

Anything we do with personal information is known as "processing".

### What Information Do We Collect?

We collect information about pupils and, where appropriate, their parents/carers. The categories of information we collect, process, hold and share include:

**Personal Information** (such as: name, date of birth, address, contact details, Unique Pupil Number (UPN), parent and emergency contact information, identification documents where required)

**Characteristics** (such as: ethnicity, nationality, country of birth, first language, Free School Meal eligibility, religious beliefs)

**Educational Information** (such as: previous schools attended, assessment information, attainment and progress data, school reports, test and assessment outcomes, attendance information, behaviour information)

**Relevant Medical and Welfare Information** (such as: medical conditions, allergies, medication information, healthcare plans, dietary requirements, school nursing information)

**Relevant Safeguarding Information** (such as: court orders, child protection information, professional involvement, information from local authority services, social care involvement)

**Special Educational Needs and Disabilities (SEND)** (such as: SEND support plans, Education, Health and Care Plans (EHCPs), assessments and reports from external professionals, information relating to provision and support)

**Photographs, Videos and Recordings** (such as: photographs used in displays, newsletters and pupil work, photographs and videos used on the school website and social media platforms (subject to parental consent), photographs used for educational purposes and to celebrate pupil achievement)

This list is not exhaustive and may change as the school's activities and legal obligations develop. We may also hold data about pupils that we have received from organisations, including other schools, local authorities, the Diocese and the Department for Education.

While the majority of information we collect about pupils and parents is mandatory, there is some information that can be provided voluntarily. We will make clear when information is mandatory and when it is optional.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

## **Why we collect and use this information**

The information is required so that the school can provide pupils with an education and to keep them safe. The school must also comply with other legal obligations.

We use personal information to:

- Support pupil learning and achievement
- Monitor and report on pupil progress
- Provide pastoral care and wellbeing support
- Keep pupils safe
- Meet safeguarding responsibilities
- Assess the quality and effectiveness of our educational provision
- Provide SEND support and interventions
- Monitor attendance and behaviour
- Organise trips, educational visits and activities
- Manage catering and free school meal provision
- Operate payment and booking systems for trips, activities, photographs and catering services
- Communicate effectively with parents and carers
- Meet Department for Education and Local Authority requirements
- Celebrate pupils' achievements through displays, newsletters, the website and social media (where consent has been provided)
- Administer admissions waiting lists
- Support school improvement and educational planning.

## **The legal basis for processing this data**

The school processes pupil and parent data to meet the statutory obligation to provide education to the pupil in a safe environment. The legal basis for processing parent and pupil data is detailed below:

**Legal Obligation** – school admission, sharing data with the DfE and the Local Authority, special educational needs and keeping children safe in education.

**Public Task** – sharing of data with other schools in support of education and transition, monitoring of attendance and behaviour, use of online learning applications and tools to support the administration of the school and the learning of pupils.

**Consent** – where another legal basis is not already in place, such as school photographs, video and audio recordings, healthcare plans and the external sharing of personal information. Consent is gathered from parents and can be withdrawn at any time.

**Legitimate Interest** – such as contact with parents to provide important information, the gathering of financial information to provide appropriate catering and activities.

## How long we store personal data for

Pupil data is held in accordance with the school's Retention Schedule. Pupil data is normally transferred between schools when a pupil joins or leaves the school. In some instances (such as accident reports) information may be held for longer when a legal basis is present. The Retention Schedule identifies how long personal data is held by the school for all processing activities.

## Who we share personal data with

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

When we share information with others, we make sure it is kept safe and secure, following the requirements set out in law. We share information with organisations so that we can provide the best education to pupils and enable access to services that support the family.

We share information with:

- Other schools that pupils have attended or will attend, for the on-going continuity of education
- The Department for Education (DfE) and the National Pupil Database, for the evaluation of educational attainment, funding and policy development at a National level
- Our local authority to meet our legal duties, such as pupil safety and exclusions
- The School Nurse for the monitoring of pupil health
- NHS England
- Our regulator e.g. Ofsted
- Our catering provider, for the provision of meals
- The providers of educational software, for the support and improvement of educational standards
- Parental communication tools
- Police, Social Services and other appropriate professional groups
- The Diocese
- Professional bodies where necessary such as doctors, mental health workers, Local Authority Designated Officer (LADO)

## Transferring data internationally

Whenever we transfer personal information to countries outside of the United Kingdom, we ensure that the information is transferred in accordance with data protection laws.

## Why we share this 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. To find out more about the data collection requirements placed on us by the DfE please go to their [webpage](#).

## 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 from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

For more 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/dfe-external-data-shares>

## **Requesting access to your personal data**

Data protection legislation gives individuals specific rights, which include the right to access their data. To make a request for your personal information, or be given access to your child's education record, please contact the School Business Manager in writing.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- have inaccurate personal data rectified
- to restrict or erase information that no longer has a legal basis to be held

In some circumstances, where a legal reason exists, the school may decline a request by an individual about their data. In this case an explanation will be provided as to why the school is unable to support the request.

## **Data Protection Officer**

The school has appointed an independent Data Protection Officer as its DPO.  
The Data Protection Officer is Roger Simmons and may be contacted via email at [rsimmonsltd@gmail.com](mailto:rsimmonsltd@gmail.com) and via telephone on 07704 838512.

However, please contact the school in the first instance if you have a query regarding this Privacy Notice or how your information is used.

Further information about the Principles of GDPR, the Rights of Individuals and the legal basis for processing data is available in the school's Data Protection and Information Security Policy.

## **Complaints**

You have the right to make a complaint at any time to the Information Commissioner's Office.

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113