



# St. Gerard's Catholic Primary and Nursery School

## Privacy Notice (How we use pupil information)

St. Gerard's Catholic Primary & Nursery School is the Data Controller for the use of personal data in this privacy notice.

We collect and hold personal information relating to our pupils under the General Data Protection Regulations (GDPR). We also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- To comply with the law regarding data sharing

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

- Personal information which includes name, unique pupil number and address
- Characteristics including ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information which includes sessions attended, number of absences and absence reasons, exclusions, medical evidence etc
- Assessment information
- Special Educational Needs (SEN)
- Relevant medical information including family circumstances which might effect a child's welfare
- We use CCTV to make sure the school site is safe. CCTV is NOT used inside the school building
- Social Media including Twitter, permission is sort for this type of sharing

The categories of pupil information that we process include:

- personal identifiers and contacts including, unique pupil number, contact details and address
- characteristics including ethnicity, language, and free school meal eligibility
- safeguarding information including court orders and professional involvement
- special educational needs including the needs and ranking
- medical and administration including doctors information, child health, dental health, allergies, medication and dietary requirements
- attendance including sessions attended, number of absences, absence reasons and any previous schools attended
- assessment and attainment including key stage 1 and phonics results, post 16 courses enrolled for and any relevant results
- behavioural information including exclusions and any relevant alternative provision put in place, this includes CPOMS Child Protection Online Monitoring Software

St. Gerard's Catholic Primary & Nursery School may also use pupil information. These might include, for example;

- Statutory Census information (Local Authority)
- Assessments
- trips and activities,
- catering and free school meal management
- identity management/authentication
- Text messaging

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

## Why we collect and use pupil information

We collect and use pupil information under the General Data Protection Regulations – GDPR

**Article 6** - Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law and

**Article 9** Processing is necessary for reasons of substantial public interest, on the basis of 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 personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

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

- To Safeguard every child in our school
- 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 by the Department for Education

## Collecting pupil information

We collect pupil information via, for example registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer 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 contact the school.

## Who we share pupil information with

We routinely share pupil information with:

- Ofsted
- other schools
- local authorities including Social Care and the Police
- the Department for Education (DfE)
- School Nurse (NHS)
- Insurance Companies

## 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. We may share information with our insurance company, for example school trips and visits or if there has been a serious incident in school. Occasionally we may have a consultant e.g. Educational Psychologist who we would need to share information with regarding your child/ren. This list is not exhaustive, to access the current list of categories of information we process please contact the school.

A parent/carer can object to any information in addition to their child's name, address and date of birth being passed to their local authority by informing us. This right is transferred to the child/pupil once they reach the age 16.

## 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, <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

## Examples for school census:

For use by maintained schools only: section 3 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 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 K. Landrum – Headteacher.

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school SATs results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## 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)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfе-external-data-shares>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'.

Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

## Contact

If you would like to discuss anything in this privacy notice, please contact: Mr K. Landrum Headteacher. Mr Landrum will pass the necessary details to Judicium who are providing a Data Protection Officer.

If you need information about how the Halton Borough Council and DfE store and use your information, then please go to the following websites:

<http://www4.halton.gov.uk/Pages/Home.aspx>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

**If you cannot access these websites, please contact Halton Borough Council or the DfE as follows:**

**Janet Johnson – Information Governance – ICT Services – Halton Borough Council**

**Direct Dial Tel: 0151 511 7059 or via email [janet.johnson@halton.gov.uk](mailto:janet.johnson@halton.gov.uk)**

**DfE - Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT**

**Website: <https://www.gov.uk/government/organisations/department-for-education>**

**Email: <http://www.education.gov.uk/help/contactus>**

**Telephone: 0370 000 2288**

**Jonathan Greenhough Divisional Manager - Service Improvement / Governance**

**Resources, ICT Services**

**Halton Borough Council**

**Municipal Building**

**Kingsway**

**Widnes**

**WA8 7QF**

**Email: [jonathan.greenough@halton.gov.uk](mailto:jonathan.greenough@halton.gov.uk)**

**(for person identifiable data please use [jonathan.greenough@halton.gcsx.gov.uk](mailto:jonathan.greenough@halton.gcsx.gov.uk)**

**Direct line - 0151 511 7002**

**Switchboard 0303 333 4300**

To contact DfE: <https://www.gov.uk/contact-dfe>