



St. Vincent's RC Primary School Privacy Notice 2018/19

You have a legal right to be informed about how school uses any personal information that we hold about you. This privacy notice explains how we collect, store and use personal data about you.

We, St. Vincent's RC Primary School, are the 'data controller' for the purposes of data protection law.

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)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographs
- CCTV images

We hold some personal information about our pupils collected by school. We receive information from other places to such as; other schools, the local council and the government.

Why we collect and use pupil information

We use this data to help run the school, including to:

- 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
- to enable us to apply our admissions criteria

Our legal basis for using this data

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

- Article 6 of the GDPR :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 of the GDPR: 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.
- Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

We will only collect and use pupil information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law (Legal Obligation)
- We need to use it to carry out a task in the public interest

Sometimes, we may also use your personal information where:

- Permission is given to use it in a certain way
- We need to protect the vital interests (or someone else's interest)

Where we have permission to use pupil data via consent you can withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed for collecting and using your information overlap and there may be several grounds which mean we can use your data.

How we collect pupil information

We collect pupil information via admissions 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.

While in most cases parents and pupils must provide the personal information we need to collect, there are some occasions when you can choose whether to provide the data.

We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

How we store pupil data.

We hold personal data securely, which is stored in line with our records management policy.

We have a records management policy, which sets out how long we must keep information about pupils. We may also keep it when the pupil no longer attends the school, where law requires to us.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Privacy Notice 2018/19

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

Data Share Partner	Lawful Basis For Sharing
LA	Legal Obligation
NHS	Public Task
Department for Education	Legal Obligation
Your Family and Representatives	Legal Obligation
Professionals; e.g. police, social workers	Legal Obligation
Pupils' destination upon leaving the school	Legal Obligation
Other LAs	Legal Obligation
Office 365 (Microsoft)	Legal Obligation
GL Assessment	Legal Obligation
Evolve	Legal Obligation
Inventry (Visitor Management)	Legal Obligation
Sims (Capita)	Public Task / Legal Obligation
2 Simple 2 Build a Profile	Public Task / Legal Obligation
Class Dojo	Public Task
Education City	Public Task
Fisher Family Trust	Public Task
Iris Connect	Public Task
Junior Librarian (Micro Librarian)	Public Task
Purple Mash	Public Task
Tucasi	Public Task

If you would like more information about what we share with each of the companies listed above please contact the school

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.

St Vincent's RC Primary School will not share your personal information with any third parties without your consent, unless the law allows 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: section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. St Patrick's RC Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the

NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

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 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 the data protection legislation, parents and pupil have the right to request access to information about them that we hold by making a '**subject access request**'. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

To make a request for your personal information, or be given access to your child's educational record, contact the data protection lead Mrs. Jane Short School Business Manager on 01706 642469

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
- a right to seek redress, either through the ICO, or through the courts

Complaints

We take any complaints about our collection and use of personal information very seriously. If you have any concerns about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting Mrs. Jane Short the data lead or alternatively you can make a complaint at any time by contacting our data protection officer at Rochdale Borough Council at DPOSchools@Rochdale.Gov.uk

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** or the data lead at the school,

- Rochdale Borough Council, **DPOSchools@Rochdale.Gov.uk**
- Mrs. Jane Short, School Business Manager
jshort@st-vincent.sch.uk