



St. Mary & St. Andrew's Catholic Primary School

Station Lane, Barton, Preston. PR3 5DY. 01772 826335

Privacy Notice (How we use pupil information)

This privacy notice tells you what to expect us to do with your personal information when you provide us with information about you, your child or other family members.

St Mary & St Andrew's Catholic Primary School is the data controller of the personal information we process, unless otherwise stated. This means the school determines the purposes for which, and the way, any personal data relating to pupils and their families are 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 & St Andrew's Catholic Primary School upholds are imposed on the processor.

Our Data Protection Officer will oversee and monitor the school's data protection procedures and ensure we remain compliant with the General Data Protection Regulations and Data Protection Act 2018.

We are registered on the Information Commissioner's Office (ICO) Data Protection Register this can be viewed at <https://ico.org.uk/esdwebpages/search> under reference **Z1819692**.

The categories of pupil information that we process include:

Personal data that we may collect, hold and share (when appropriate) includes, but is not restricted to:

- 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 Educational Health Care Plan and the pupil 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, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Financial details (benefits received in relation to Pupil Premium Claims)
- CCTV, photos and video recordings.
- Identity management/authentication (including passport and baptismal certificate)

Why we collect and use pupil information

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care and medical care if appropriate
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- g) to inform you about events and other things happening in the school
- h) prevention and detection of crime and for protecting the safety of individuals, or the security of premises

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

- for the purposes of collecting and processing pupil and parent information in accordance with the legal basis of [UK GDPR – Article 6](#)

- Data collection & Census purposes - Education Act 1996. This information can be found in the census guide documents on the following website: <https://www.gov.uk/education/datacollection-and-censuses-for-schools>

In addition, concerning any special category data:

- conditions of [UK GDPR - Article 9](#)

Collecting pupil information

We collect pupil information via registration and data collection forms at the start of each academic year and when you update information via SIMS Parent App. In addition, when a child joins us from another school, we are sent a secure file containing relevant information.

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

Storing pupil data

We store pupil data:

- Electronically until the pupil is 25

- Paper files are transferred to secondary schools at the end of their primary phase

We only keep personal pupil data for as long as we need to or for as long as the law requires us to. Most of the information we have about pupils will be in the pupil file. We usually transfer pupil data to the pupil's new/ secondary school. If we are unable to, we keep these until the pupil's 25th

birthday. Full details of data retention lists can be found in the Records Management Society's (RMS) Retention Guidelines for Schools at:

<https://irms.org.uk/page/SchoolsToolkit>

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Professional advisers and consultants
- Ofsted
- Educators and examining bodies
- NHS (Health authorities and health & social welfare organisations)
- School nurse team (Virgin Care Services Ltd)
- Disclosure connected with SEND support – e.g. Professionals providing therapy or educational interventions, such as speech & language therapy and occupational health
- Police forces, courts and tribunals
- Primary Pupil Referral Unit (PRU)
- Diocese of Lancaster Education Service
- Mater Ecclesiae Multi Academy Trust
- Suppliers and service providers, to enable them to provide the service we have contracted them for including but not limited to:
 - Our auditors
 - LCC Educational Digital Services & Education Software Solutions (School management systems including SIMS)
 - Tucasi (SCOPAY)
 - Edubase (Teachers2Parents)
 - CPOMS (Child protection, safeguarding and behaviour system)

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.

The information disclosed to the people/services/organisations above will include personal information about pupils and can include sensitive data. Usually this means information about health and any special educational needs or disabilities. We do this so support can be provided to our pupils and their families.

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.

Department for Education (DfE)

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:

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>.

Examples for school census:

For Maintained Schools section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

For academies regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (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.

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 Matthews the Data Protection Officer.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

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

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let

us know by contacting Mrs Matthews in our school office on telephone no. 01772 862335 or email bursar@st-mary-st-andrews.lancs.sch.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in March 2024.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Matthews in our school office on telephone no. 01772 862335 or email bursar@st-mary-st-andrews.lancs.sch.uk

How Government uses your data

The pupil data that we lawfully share with the the Department for Education (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 GCSE 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 (DfE) (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 (DfE) 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 for Education (DfE).

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-mpd-privacy-notice/national-pupil-database-mpd-privacy-notice>

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

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

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

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.

Public Health Screening Programmes

The school shares 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 professional. 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 three 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 vision loss.

Optical and oral health are important aspects of a child's overall health status

School Nursing: Collection of Health Assessments/Questionnaires at Reception Year & Year 6

The Lancashire Healthy Young People and Families Service (Virgin Care Services Ltd) are a provider of school nursing services in Lancashire. The school shares class list information for the purposes of the collection of health assessments (Reception and Year 6) with school nursing services.

The school can share this information with school nursing services using:

Article 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. Processing is necessary to facilitate:

School Nursing services offering support to address individual health needs. Virgin Care Services School Nurses and their employing organisation will have access to children's individual information, in order for them to identify and offer further support to children or young people who require their services. School Nurses adhere to national standards of confidentiality unless they have cause for

concern around best interest/ safety issues. The School Nurses will keep a record of your health assessment/ questionnaire within the Child Health Record.

The information collected from questionnaires will also be used to form a summary report for your school. This is anonymised information that will support schools to understand the health needs of their pupils and allow them to target resources appropriately. The School Nurses may be providing advice to your school in response to these anonymised reports to help understand and respond to the health needs of your school.

The Local Authority being Lancashire County Council will also use this information at an anonymised level in order to understand and address the population health needs of children and young people in areas of Lancashire and make appropriate plans and actions.

If you need more information about how the Lancashire County Council or Virgin Care Services Ltd store and use your information, then please go to the following websites: