



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

Privacy Notice – Pupils & Parents

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 Personal Data We Hold

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

- Personal information and contacts (such as name, date of birth, unique pupil number, identification documents, photographs, videos, CCTV images, contact numbers and addresses)
- Attendance information (such as sessions attended, number of absences, absence reasons, punctuality information and any previous schools/nurseries attended)
- Assessment information (such as National Curriculum Assessment Results), including attainment and progress
- Behavioural information

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- Financial details (benefits received in relation to Pupil Premium Claims)

Special categories of data we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Information relating to special educational needs & disabilities (SEND) and medical information (including Educational Health Care Plans, pupil needs and ranking)
- CCTV, photos and video recordings.

Why We Collect And Use This Information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care/ and medical care if applicable
- 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 (DfE)
- to inform you about events and other things happening in the school
- prevention and detection of crime and for protecting the safety of individuals, or the security of premises

The Lawful Basis On Which We Use This Information

St Mary & St Andrew'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 or nursery, Local Authority and/or Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and Data Protection Act 2018.

Our lawful basis for collecting and processing pupil information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- a) Data subject gives consent for one or more specific purposes.
- b) Processing is necessary to comply with the legal obligations of the controller.
- c) Processing is necessary to protect the vital interests of the data subject.
- d) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

Our lawful basis for collecting and processing pupil information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- a) The data subject has given explicit consent.
- b) It is necessary to fulfil the obligations of controller or of data subject.
- c) It is necessary to protect the vital interests of the data subject.
- d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- e) Reasons of public interest in the area of public health
- f) It is in the public interest

A full breakdown of the information we collect on pupils can be requested from the school office.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting Pupil Information

We obtain 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 provided to us on a voluntary basis. In order to comply with the General Data Protection Regulations, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

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 pupils attend after leaving us
- the pupil's family and representatives
- 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
- Suppliers and service providers, to enable them to provide the service we have contracted them for including but not limited to:
 - Our auditors
 - BT Lancashire Services (School management systems including SIMS)
 - Tucasi (SCOPAY)
 - Edubase (Teachers2Parents/Parent Evening)
 - CPOMS (Child protection, safeguarding and behaviour system)

The information disclosed to these people/services/organisations 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.

Why We 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 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.

DATA COLLECTION REQUIREMENTS:

Department for Education

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 data collections, under:

- [Section 537A of the Education Act 1996](#)
- [the Education Act 1996 s29\(3\)](#)
- [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(Pupil Registration\) \(England\) \(Amendment\) 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.

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>.

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>

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:

<http://www.lancashire.gov.uk/council/transparency/access-to-information/how-we-use-your-personalinformation-and-your-right-to-access-it.aspx>

<https://virgincare.co.uk/legal-information/information-governance/>

Requesting Access To Your Personal Data And Your Data Protection Rights

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.

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

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

We have appointed Mrs Matthews as our Data Protection Officer to oversee compliance with data protection and this privacy notice. If you would like to discuss anything in this privacy notice, or have any questions about how we handle your personal information, please contact:

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

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.