

Privacy Notice

St Joseph's Catholic Primary School



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1. Privacy Notice (How we use pupil information)

The categories of pupil information that we process include:

- › Personal information (such as name, unique pupil number, contact details and address).
- › Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility).
- › Safeguarding information (such as court orders and professional involvement).
- › Special educational needs (including needs and ranking).
- › Medical and administration (such as doctor's 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 1/2 and phonics results).
- › Behavioural information (such as exclusions and any relevant alternative provision put in place).

2. 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,
- › to assess the quality of our services,
- › to keep children safe (food allergies, or emergency contact details),
- › to meet statutory duties placed upon us for DfE data collections,
- › to comply with the law regarding data sharing.

3. The lawful basis on which we use this information

We will only process your information where we have a lawful reason to do so. In most cases, this will be where it is necessary for us to perform a **task in the public interest** or **exercise our official duties** as a school. There may be other times when we need to collect, share or use 'special' data (eg health or biometric data) about you, in which case we may do so where we are performing our official duties and:

- we have your **explicit consent**; or
- we need to comply with **social protection laws** (eg under the Children Acts); or
- we need to comply with **legal obligations** (eg under the Education Act 1996).

4. Collecting pupil information

We collect pupil information in many ways, for example via registrations forms, at the start of the school year, from Common Transfer Files (CTF) or secure file transfer from previous school.

Pupil data is essential for the school's 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 Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

5. How we store pupil data

We have a record retention schedule which sets out how long we keep pupil information for. This is available on our website www.stjosephs-redhill.surrey.sch.uk.

To request a printed copy please email secretary@stjosephs-redhill.surrey.sch.uk

6. Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us.
- Our local authority.
- The Department for Education (DfE).
- School nurses provided by Children and Family Health Surrey.
- Educational psychologists provided by Surrey County Council.
- Inentry – Sign In System.
- JP Photographics.
- Tucasi/SCOPAY School Payment System.
- Surrey Commercial Services.
- Target Tracker, Prospective Lite and CPOMS.
- Google Suite for Education, Tapestry (online journal) and Purple Mash.
- Capita SIMs and Strictly Education 4s.
- Coolmilk.
- ParentMail.

7. 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 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.

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.

8. 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 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).

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>.

9. 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>.

10. 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 the Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

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

11. 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 the school office 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,
- 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 or complaint 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/>

12. Contact

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

Data Protection Officer: Stephen Beck - office@stjosephs-redhill.surrey.sch.uk