



Privacy Notice for Pupils

On May 25th 2018 the **General Data Protection Regulation** will come into effect, giving you more control over how your data is used and how you are contacted. This notice sets out more of your rights under the new laws.

Your personal data - what is it?

Personal data (or information) relates to you as an individual - it helps people to identify you. St. Mary's Catholic Primary School is the data controller - we decide how your personal data is processed and for what purpose.

Why do we keep information about you?

- The law says that we have to
- Sometimes we need to speak to other people about you e.g. School nurse, the Government, St Helens Council

How do we process your personal data?

St. Mary's Catholic Primary School complies with its obligations under the GDPR by

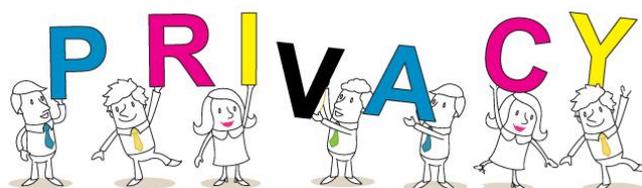
- Keeping your personal data up to date
- By storing your personal data securely and protecting it from loss, misuse or unauthorised access
- By destroying your personal data when it is no longer needed
- By not collecting or retaining excessive amounts of data

What do we use your information for?

- To support you in your learning
- To know how much progress you are making
- To ensure you have support when you need it e.g. when you are upset or worried
- To check how well the school is doing
- To keep you safe

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

- Information about you personally e.g. your name, your pupil number, your address, parents details, phone numbers, where you were born, languages you speak, religion you follow, and culture you belong to
- Whether you are entitled to free school meals or not
- How often you attend school and if you arrive on time
- How well you are doing at school
- Medical information e.g. if you have allergies or disabilities
- Any extra support you need in school
- If you have been excluded and how often
- Any times when you have not behaved well
- Photographs - to use on the website and around school



Collecting pupil information

We collect most of the information about you from your parents; some also comes from your class teachers. Most of the information that we collect about you is mandatory (the law says that we need to collect it) some is collected on a voluntary basis e.g. photographs. When we collect data on a voluntary basis we ask permission from your parents/carers to do so.

Storing pupil data

We keep different kinds of information for different amounts of time:

- Information about how well you are doing in school is kept for the whole time you are in school plus one school year for Ofsted or diocesan inspections. We keep some of your books and your teacher records.
- SEND (any extra support you need in school). This information is usually passed on to other schools when you leave and is kept in your final place of schooling for 25 years
- Information about when you or your family need extra support from social workers, police or other important people. This information is usually passed on to other schools when you leave and is kept for 25 years
- Information about any accidents you have while you are school. This information is kept for 21 years after you have left school.

Who do we share your information with?

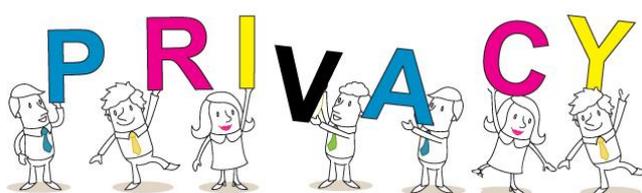
- schools that you attend after leaving us
- local authority officers including the kitchen staff
- Ofsted and Archdiocesan officers
- residential providers e.g. PGL staff
- sports coaches or other out of school club providers e.g. Premier Sports and Bikeability
- staff who run school trips and competitions
- the Department for Education (DfE)
- social workers, if needed
- the school nurse
- other relevant health personnel
- the people who provide our texting service to your parents

Why we share pupil information

We do not share information about you with anyone without the consent of your parents unless the law and our policies allow us to do so.

We share your data with the Department for Education (DfE). We have to share this information to get money from the government to pay for teachers and buy the things we need for school.

We have to share information about you with our local authority (LA) and the Department for Education (DfE) because of the current laws.



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)

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

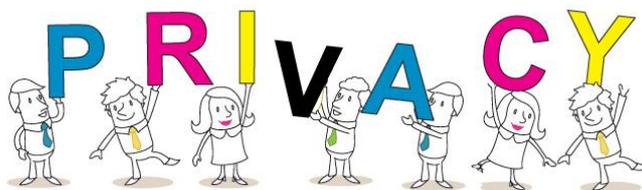
The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

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 data protection law, parents and pupils have the right to ask for information about them that we hold. To make a request for your personal information, contact the Headteacher or the School Office.

You also have the right to:

- say that the sharing of your personal information is likely to cause, damage or upset and say that you don't want it
- stop your information being used to buy or sell something
- say your information cannot be taken automatically
- in certain circumstances, to have incorrect information about you put right, 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, 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/>

Contact:

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

The Headteacher, School Office or Data Protection Officer

