



## Privacy Notice

On 25th May 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. We will update this if any changes to our policies occur.

### 1. Your personal data – what is it?

Personal data relates to a natural living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

The processing of personal data is governed by the General Data Protection Regulation (the "GDPR") which comes into force on May 25th, 2018.

St. Mary'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, LA and/or DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following: -

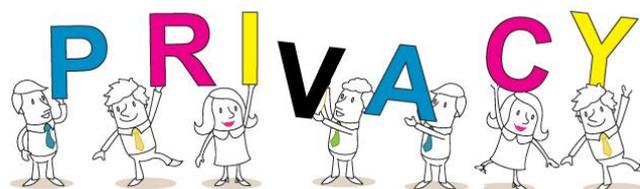
- Article 6 and Article 9 of the GDPR 6 (1) (c) 'Processing is necessary for compliance with legal obligation or
- 6(1) (e) for the performance of a task carried out in the public interest or in the exercise of official authority
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with law regarding data sharing
- To safeguard pupils

### 2. Who are we?

St. Mary's Catholic Primary School is the data controller. This means the Data Controller decides how your personal data is processed and for what purposes.



### 3. How do we process your personal data?

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

- Keeping personal data up to date
- By storing and destroying it securely
- By not collecting or retaining excessive amounts of data
- By protecting personal data from loss, misuse, unauthorised access and disclosure
- By ensuring that appropriate technical measures are in place to protect personal data.

### 4: What we use your personal data for.

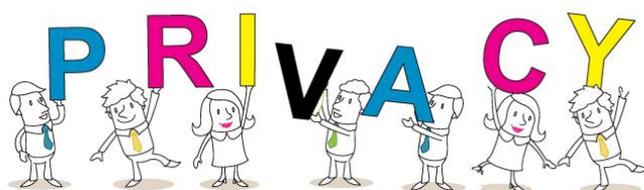
The categories of pupil information that the school collects, holds and shares include the following:

- Personal information - e.g. names, pupil numbers and addresses
- Characteristics - e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information - number of absences and reasons why
- Assessment information - national curriculum results
- Relevant medical information
- Information relating to SEND
- Behavioural information
- To enable us to provide a responsible and safe school for the benefit of our children
- To administer pupil assessments, track progress and write reports
- To manage our staff, pupils, governors, employees and volunteers
- To maintain our own accounts and records
- To inform you of news, events, activities and services running at St. Mary's.
- To share your contact details with the DFE and LA so that they can keep you informed
- To ensure safeguarding

Whilst the majority of personal data you provide is mandatory, some is provided in a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### 5. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about school news, events, activities, process and keep you informed about school events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or collective agreement
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
  - o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes)
  - o there is no disclosure to a third party without consent.



## 6. Sharing your personal data and Why

Your personal data will be treated as strictly confidential and will only be shared with others for purposes connected with the school. We will only share your data with third parties outside of the school with your consent.

## 7. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide which is available from the DfE and in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### Storing Pupil Data

We hold pupil data for the following periods of time:

- Pupils' Educational Record: Duration of time in school and for some children possibly a further year if needed for OFSTED or Archdiocesan purposes.
- SEND records: DOB +25years
- Accident record: DOB +21years

The school is required to share pupils' data with the DfE on a statutory basis.

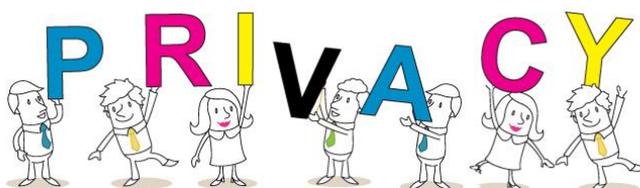
### The National Pupil Database (NPD)

The National Pupil Database is managed by the DfE and contains information about pupils in schools in England. Corpus Christi Catholic 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 National Pupil Database. The DfE may share information about our pupils from the National Pupil Database 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 National Pupil Database is maintained and there are stringent controls in place regarding access and the use of the data. Decisions on whether DfE releases data to third parties are subject to 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
- 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/dataprotection-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: [Data Privacy Notice May 2018.docx](#)

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 NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-userguide-and-supporting-information>.

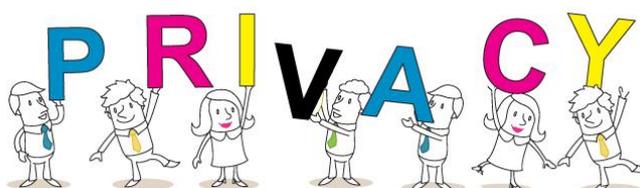
To contact DfE: <https://www.gov.uk/contact-dfe>

St. Mary's Catholic Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares information with:

- Pupils' destinations upon leaving school
- The Local Authority
- The NHS
- The School Nurse
- The DfE (Department for Education)
- Liverpool Archdiocese
- Ofsted
- Residential providers
- Sports Coaches including Bikeability Coaches
- Staff associated with school trips and competitions
- Social Care Personnel, where relevant
- Third party parent communication e.g. texts to parents

**Specifically**, we retain data while it is still current on;

- Children's name address and unique identification number
- Children's nationality
- Telephone mobile numbers of those with parental responsibility for contact only
- Attendance data
- Behaviour data



- Medical information
- Special educational needs information
- Behaviour needs information
- Pupil Premium Information re Free School Meals
- Transfer to next school
- Assessment information
- Single central Record and safeguarding data on all staff and Governors for up to 6 years after the calendar year to which they relate; and 25years + for Safeguarding and SEND needs.

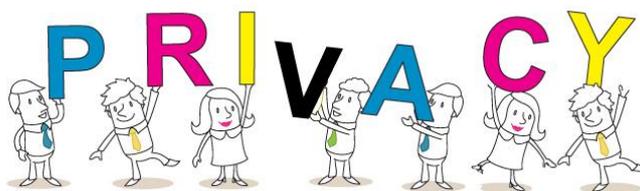
## **8. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which St. Mary's Catholic Primary School holds about you
- The right to request that St Mary's Catholic Primary School corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for St. Mary's Catholic Primary School to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*]
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data. This applies where processing is based on legitimate interests (*or the performance of a task in the public interest/exercise of official authority*); *direct marketing and processing for the purposes of educational research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

## **9. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.



**10. Contact Details** To exercise all relevant rights, queries of complaints please in the first instance contact:

Mrs Andrea Hymers St. Mary's Catholic Primary School, Billinge, Wigan. 01744 678610

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

