

St. Winefride's Catholic Primary School



Privacy Notice Pupils

Mission Statement

**Welcome to St Winefride's where we come together to
LEARN, LAUGH, LISTEN, LIVE and LOVE
in the presence of Jesus.**

**At our school, we believe that everyone is valued as a unique gift from God.
We work together to create an engaging learning environment,
where all children are challenged**

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, St. Winefride's Catholic Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is based within the Local Authority. Our school Data Protection Co-ordinator is the school Admin Officer, Gemma McCann (see 'Contact us' below).

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

- Your personal information (such as name, unique pupil number and address),
- Your characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility),
- Your attendance information (such as sessions attended, number of absences and absence reasons),
- Your assessment/test information,
- Any relevant medical information (such as allergies, asthma, regular medication),
- Any Special Educational Needs information (such as diagnosis of conditions, specific targets, reports from the Educational Psychologist, Paediatrician),
- Details of any exclusions (such as reports on the events that led to an exclusion, witness statements),
- Details of any behavioural information (such as reports on specific incidents),
- Photographs (such as photographic evidence of learning and also for our lunch identification system),

Why we collect and use this information

We use the pupil data to help run the school, including:

- To contact you and your parents when we need to,
- To support learning,
- To check how well you are doing in tests and report on your progress,
- To look after your well being,
- To track how well the school as a whole is performing,
- To comply with the law regarding data sharing,
- To provide a school meal.
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

The lawful basis on which we use this information

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law,
- We need to use it to carry out a task in the public interest (in order to provide you with an education).

Sometimes, we may also use your personal information where:

- Your parents/carers have given us permission to use it in a certain way,
- We need to protect your interests (or someone else's interest).

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using data overlap, and there may be several grounds which mean we can use your data.

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
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
- The Equality Act 2010 (Due to the equality duty placed on Schools as a public sector equality duty)

Collecting Pupil Information

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.

Storing pupil data

Personal data relating to pupils at St Winefride's Catholic Primary School and their families is stored in line with the school's Records, Retention and Destruction Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as it is necessary to complete the task for which it was originally collected.

Who we share pupil information with

- Schools, including Multi-academy Trusts,
- Local authorities and related agencies – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions,
- Edsential for SEN purposes,
- The Department for Education (DfE), including examination boards such as NCA,
- The Diocese of Shrewsbury,
- FFT Aspire (Data Analysis)
- Health & Social Care,
- Your family and representatives,
- Other agencies such as emergency services
- Educational and administrative websites such as School Spider and Tucasi. NB. School has privacy notices from all companies that we share data with.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies deem it necessary.

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:

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 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>

What are your rights?

Pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how St Winefride's Catholic Primary School uses your personal data.
- Request access to the personal data that St Winefride's Catholic Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.

- Object to your personal data being processed.

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/>

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:

**Data Protection Officer
Schools Data Protection Officer
Cheshire West and Chester Council,
HQ, 58 Nicholas Street,
Chester,
CH1 2NP**

Email: schoolDPO@cheshirewestandchester.gov.uk

Contact

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

**Data Protection Lead/Co-ordinator
St. Winefride's Catholic Primary School
Mellock Lane,
Little Neston,
Cheshire
CH64 9RW**

Declaration

Child's Name: _____ Class _____

I, _____, Parent/Guardian of above child, declare that I understand:

- St Winefride's Catholic Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- St Winefride's Catholic Primary School may share my data with companies listed in this privacy notice.
- St Winefride's Catholic Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- St Winefride's Catholic Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained and destroyed in line with the school's Records Retention and Destruction Policy.
- My rights to the processing of my personal data
- Where I can find out more information about the processing of my personal data.