

# St Philip's Catholic Primary School



## Privacy Notice

### Information on Pupils

When a pupil joins St Philip's Catholic Primary School, we use personal information that we gather in relation to the Pupil for various purposes. Information that we hold in relation to the pupil is known as 'personal data'. This will include data that we obtain from the pupil directly and data about the pupil which we obtain from other people and organisations. We might also need to continue to hold a pupils personal data for a period of time after they have left the school. Anything that we do with your personal data is known as 'processing'.

### The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors 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 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Educational details (such as details of previous/future schools).
- Religious beliefs

This list is not exhaustive

### Why we collect and use pupil information

The personal data collected is essential, in order for the school to fulfil its official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)

- f) to meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are in accordance with the Legal Basis of Public Task (collecting the data is necessary to perform the tasks that schools are required to perform as part of their statutory function); Vital interests (to keep children safe – food allergies, or medical conditions) and in accordance with the legal basis of Legal obligations; data collected for DfE census information.

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

In addition, the schools will on occasion need to process special category personal data (concerning health, ethnicity, religion or criminal records information (such as when carrying out DBS checks) in accordance with rights or duties imposed on it by law, including as regards safeguarding and employments, or from time to time by explicit consent where required.

Sometimes we need permission to use pupil information. This includes taking pictures or videos of pupils to be used on our website or in the newspaper.

## How we collect pupil information

We collect pupil information in the following ways;

- From the student
- From the (parents/guardians/carers), and the other children's (parents/guardians/carers);
- Our staff;
- Previous schools or education providers; and
- People from other organisations, including doctors or the local authority for example.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## How we store pupil data

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information based on our Data Retention schedule.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- other public organisations, where necessary (for example the NHS). **NB 'Personal data of employees, parents, pupils or visitors to school may be shared with NHS/Public Health Agencies where relevant to the Covid pandemic'.**

- third party providers of information services (such as communication systems, schools photographers and catering providers).

## 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.

## Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request, contact the school office on 01825 762032 or email [office@stphilips.e-sussex.sch.uk](mailto:office@stphilips.e-sussex.sch.uk)

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 about the way we are collecting or using your personal data, we ask 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>

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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 those data collections, under regulation 5 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](#).

For more information, please see 'How Government uses your data' section.

## 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 Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy

## 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)

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>

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

## Data Protection Officer

The school's Data Protection Officer is Roger Simmons and his contact details are as follows:

Email: [rsimmons1td@gmail.com](mailto:rsimmons1td@gmail.com)

Mobile: 07704 838512

**Further information is available in the School Data Protection Policy**