



St Mary's R C Primary School, Clive Road, Failsworth, Manchester M35 0NW

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Head Teacher: Ms M Garvey

## **Privacy Notice for Parents/Carers**

**February 2020**

Under data protection law, individuals have the right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'Privacy Notices' to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store, and use personal data about pupils.

St Mary's RC Primary School are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is: Barbara Mulvihill, Data Protection Officer, Oldham Council, Civic Centre, West Street, Oldham, OL1 1UG. Email: [DPO@oldham.gov.uk](mailto:DPO@oldham.gov.uk)  
Tel: 0161 770 1311

### **Personal Data We Hold**

Personal data that we may collect, use, store, and share (when appropriate) about pupils includes, but is not restricted to:-

- Personal identifiers and contacts (such as name, unique pupil number, contact details, address, identification documents).
- Characteristics (such as ethnicity, language, and free school meal eligibility).
- Safeguarding information (such as court orders and professional involvement).
- Special educational needs.
- Medical and administration (such as GP information, child health, dental health, allergies, medication and dietary requirements).
- Attendance and Punctuality (such as sessions attended, number of absences, absence reasons, lateness).
- Internal and external 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).
- Catering and free school meal management
- Trips and activities.
- Photographs.

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education

### **Why We Collect and Use Pupil Information**

- a) Support pupil learning.
- b) Monitor and report on pupil attainment progress.
- c) Provide appropriate pastoral care

- d) Protect pupil welfare.
- e) Assess the quality of our services.
- f) Administer admissions waiting lists.
- g) Keep children safe (food allergies, or emergency contact details).
- h) Meet the statutory duties placed upon us for DfE data collections.

### **Our Legal Basis for Using Data**

We only collect and use pupil personal data when the law allows us to. Most commonly, we process it where:-

- We need to comply with a legal obligation.
- We need to perform an official task in the public interest.

Less commonly, we may also process pupil personal data in situations where:-

- We have obtained consent in a certain way.
- We need to protect the individual's vital interests (or someone else's).

Where we have obtained consent to use pupil personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting Information**

Pupil data is essential for the school's operational use. Whilst the majority of pupil information we collect is mandatory, there is some information that can be provided on a voluntary basis. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **Storage of Pupil Data**

We keep personal information about pupils whilst they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. The 'Information and Records Management Society's Toolkit for Schools Policy' sets out how long we keep information about pupils. Data is held securely.

### **Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is a legal requirement, or necessary (and it complies with data protection law), we may share personal information about pupils with:-

- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- Department for Education (DfE).
- Family/representatives.
- Educators and examining bodies.
- Ofsted.
- Salford Diocese.
- Suppliers and service providers – to enable them to provide the service we have contracted for them.
- Financial organisations.

- Central and Local Government.
- Auditors.
- Health and social welfare organisations.
- Health authorities.
- Professional advisors and consultants.
- Charities and voluntary organisations.
- Police, Courts, Tribunals.
- Professional bodies.
- Schools that the pupils attend after leaving us.

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the School Census and CES Census.

Some of the information is then stored in the National Pupil Database (NPD) which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of resources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or well-being in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's website on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

### **Transferring Data Internationally**

If we are required to transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Parents/Carers/Pupils Rights Regarding Personal Data**

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to a pupil's data where the child is not considered mature enough to understand their own rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:-

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from your child.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact the school in the first instance.

Parents also have a legal right to access their child's educational record. To request access, please contact the Headteacher.

### **Other Rights**

Under data protection legislation, individuals have certain rights regarding how their personal data is used and kept safe, including 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 (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing it.
- Seek redress, either through the ICO, or through the courts.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact the school office in the first instance.

### **Complaints**

We take any complaints about our data collection and use of personal information very seriously. If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern either with the school in the first instance or our Data Protection Officer named at the beginning of this Privacy Notice.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact Us**

If you have any questions, concerns, or would like more information about anything mentioned in this Privacy Notice, please contact the school office who will direct your query to the appropriate person.

*This Privacy Notice is based on the Department for Education's Model Privacy Notice for Pupils, amended for parents and to reflect the way we use data at St Mary's RC Primary School.*