

Holy Rood Catholic Primary School

PRIVACY NOTICE



General Data Protection Regulations 2018

We, Holy Rood Catholic Primary School, are a data controller for the purposes of the General Data Protection Regulations (GDPR).

Why do we collect and use pupil information?

Under Article 6 of the General Data Protection Regulation (GDPR), we collect and use information because we are legally required to collect some information about pupils, parents and staff and we need to process this information due to our **legal obligation** to provide an education to our pupils. In addition, due to the safeguarding requirements of our school, we also collect information for the reason of **vital interest**: the processing is necessary to protect someone's life. In the case of suppliers, we collect information based on a **contract**.

Under Article 6 and Article 9 of GDPR, where the above lawful basis does not allow us to collect essential personal information, we will use **explicit consent** or because the **processing is necessary to protect the vital interests of the data subject**.

We may receive information about children from their previous school, the Department for Education (DfE), Swindon Borough Council and other Local Authorities. We hold this personal data to:

- support our students' learning
- monitor and report on student progress
- provide appropriate pastoral care
- assess the quality of our services and how well our school is doing
- keep our students and staff safe
- comply with the law regarding data sharing
- statistical forecasting and planning
- for the provision of health and wellbeing

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

- personal details (such as name, DoB, gender, Unique pupil number and address)
- national curriculum assessment results
- attendance information (such as sessions attended, number of absences and absence reasons)
- any exclusion information
- personal characteristics (such as ethnicity, language, nationality, country of birth, religion, service family information and free school meal eligibility)
- any special educational needs
- relevant medical information
- modes of travel

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

- name, gender, telephone numbers, email addresses and home address

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 data:

Pupil and parent data will be deleted when the latest of the following conditions has been met:

- a) Six years have passed since the pupil left the school.
- b) The pupil has reached their 24th birthday.
- c) Where records relate to more than one child, the youngest child has reached their 24th birthday.

An annual review of the school network will be carried out to ensure that relevant data is appropriately protected and removed from general access where required. Arbor records will be flagged when one of the above retention thresholds has been reached, prompting the school to review and delete data where appropriate.

Data is backed up on-site daily. Financial data (excluding pupil data) is stored remotely using GDPR-compliant cloud-based service providers.

Who do we share pupil information with?

We will not give information about you or your child to anyone without your consent unless the law and our policies allow us to.

Where our school is involved in collaborative delivery with other schools and learning providers, student information may also be shared to aid the preparation of learning plans and the use of data to achieve the objectives identified above or with schools that the student attends after leaving us. We need to share information, on occasion, with our Local Authority, Education Psychologist, transfer schools, Social Services Assessment Team, Children's Services, local authority support services and other health related assessments including disability allowance paperwork. We are also required, by law, to share some information to the Department for Education (DfE). This information will, in turn, then be made available for the use by the Local Authority. Additionally, the curriculum may require the use of third-party web-based learning platforms, only if GDPR compliant.

Why we 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.

We share pupil information with the 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 the (DfE) under regulation 4 and 5 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](#).

If you need more information about how the DfE collect and use your information, please visit:

- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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 DfE.

The NPD 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 DfE 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 for Education 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 DfE'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 DfE 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 the DfE, go to: <https://www.gov.uk/contact-dfe>

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 Kelly Doyle, our School Office Manager – admin@holyroodprimary.co.uk

You also have the right to:

- object to the 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

Cookies

Our website uses Cookies to track visits to our site but we do not use it to identify you or for marketing purposes. You do not have to use our website as the information can be provided to you by the school office at your request.

Concerns

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/>

Holy Rood Primary School Contact:

If you would like to discuss anything in this Privacy Notice, please contact our Data Protection Officer, Mr Kirby, using the details provided below:

Data Protection Officer

By post to: DPO, Holy Rood Catholic Primary School, Groundwell Road, Swindon, Wiltshire, SN1 2LU

By email: DPOAdmin@holyroodprimary.co.uk

