



St Gerard's Catholic Primary School

Privacy Notice



St Gerard's Catholic Primary School is the Data Controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs Nicholls acts as a representative for the school with regard to its data controller responsibilities; and can be contacted on 0121 464 2613 or enquiry@stgerard.bham.sch.uk.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that **St. Gerard's Catholic Primary** upholds are imposed on the processor.

Mrs Nicholls is the data protection officer. Her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

Our Data Protection Officer can be contacted here:

enquiry@stgerard.bham.sch.uk Phone: 01214642613

The categories of pupil/parent information that we process include:

- Personal identifiers and contacts (such as name, unique pupil number, contact details, address and parent's national insurance number)
- Characteristics (such as ethnicity, language and free school meals 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 EYFS, Key Stage 1&2 and phonics results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

The personal data we collect will be used for the following purposes:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To keep children safe (food allergies, emergency contact details)
- To comply with the law regarding data sharing
- To meet the statutory duties placed on us for DFE data collections

We only collect and use pupils' 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 pupils' personal data in situations where:

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

Where we have obtained consent to use pupils' 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 for collecting and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

How we collect pupil information

We collect pupil information in many ways including registration forms, data checking sheets and Common Transfer file (CTF), received from previous settings.

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

Storing Pupil Data

We hold pupil data whilst the pupil is attending our school. We may also keep it beyond this point if it is necessary to comply with our legal obligations. Our information Security Policy and the Information Management Toolkit for Schools sets out how long we keep information about pupils.

Who we share pupil information with:

- Destination schools
- Pupil's family and representatives
- The local authority
- NHS/School Nurse
- Ofsted
- Department for Education (DFE)

Why we share pupil information

We do not share information about pupils with anyone without consent unless the law and our policies require us to do so.

Department for Education

The Department for Education (DFE) collects personal data from educational settings and local authorities through various statutory data collections. We are required to share information about pupils with the DFE either directly or through the LA for the purpose of those data, e.g. School Census – section 3 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.

The National Pupil Database (NPD)

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. St Gerard's Catholic Primary 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 NPD. The DfE may share information about our pupils from the NPD with third parties 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 NPD is maintained.

Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply, to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that St Gerard's Catholic Primary School refuses your request under rights of access, we will provide you with a reason as to why. All of the above requests will be forwarded on should there be a third party involved in the processing of your personal data.

Complaints

If you have a concern or complaint about how your personal data is being processed by St Gerard's Catholic Primary School or third parties acting on our behalf, you should raise your concern with the school in the first instance.

You have the right to lodge a complaint directly with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

The details for each of these contacts are:

Supervisory authority contact details

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
casework@ico.org.uk
0303 123 1113 (local rate)

Data Protection Officer contact details

Mrs Nicholls
St Gerard's Catholic Primary School
Yatesbury Avenue
Castle Vale
Birmingham
B35 6LB
enquiry@stgerard.bham.sch.uk
0121 464 2613

Contact details of the Data Protection Officer / GDPR Owner:

Data Protection Officer contact details

Ann Nicholls
St Gerard's Catholic Primary School
Yatesbury Avenue
Castle Vale
Birmingham
B35 6LB
enquiry@stgerard.bham.sch.uk
0121 464 2613

Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

This policy was approved by the Governing Body on 10th July 2018 and is issued on a version controlled basis under the signature of [M Dunsford Chair of Governing Body].

Signature:

Date:

Change History Record

Issue	Description of Change	Approval	Date of Issue
1.00	Initial issue	M Dunsford	10/07/18