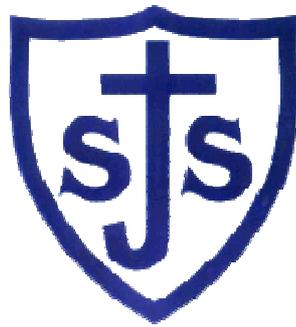


St Joseph's Catholic Primary School



Privacy Notice

To be reviewed: Summer 2019
Resources
Mr Lawrence

The teachers and governors of St. Joseph's provide a broad, balanced curriculum to enable each child to achieve the highest standards of education in a Catholic ethos.

THE AIMS OF ST JOSEPH'S CATHOLIC PRIMARY SCHOOL ARE:

- to nurture the uniqueness of each individual as a member of God's family
- to ensure that the Catholic faith is at the heart of the whole school experience
- to create a well ordered supportive environment in an atmosphere conducive to learning where every child feels confident and safe.
- to create an atmosphere of reconciliation, where pupils can accept the consequences of their own actions, and be encouraged to make more responsible future choices
- to deliver a relevant curriculum with equal access for all pupils
- to encourage and support each child to achieve the highest standards of which they are capable
- to encourage each child to become a concerned compassionate member of society determined to promote justice and peace
- to promote good working relationships based on mutual cooperation and trust
- to provide a welcoming place for parents
- to work in harmony with the parish and the local community.

Love, Learn, Live

Privacy notice – How we use pupil information

Why do we collect and use pupil information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

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 it 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Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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 above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

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

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Special educational needs information
- Relevant medical information including medical and mental health
- Exclusion information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

Collecting pupil information

Whilst the majority of pupil information provided to us is mandatory, some of it is provided to us on a voluntary basis.

Storing pupil information

St Joseph's Catholic Primary School keep information about our pupils on computer systems and also sometimes on paper. We hold the education records securely until the pupil changes school. The records will then be transferred to the new school, where they will be retained until the pupil reaches the age of 25, after which they are safely destroyed.

We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our records management policy sets out how long we keep information about pupils.

There are strict controls on who can see the information. We will not share the data if it has been advised us that it is not to be shared unless it is the only way we can make sure the pupil stays safe and healthy or we are legally required to do so.

Who do we share pupil information with?

We routinely share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority (London Borough of Bexley)
- the Department for Education (DfE)
- the Health authorities

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 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 LA authority and the DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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 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 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>

Requesting access to personal data

Under data protection legislation, parents and pupils (over the age of 13) have the right to request access to information about them that we hold. To make a request for personal information, or be given access to your child's educational record, please contact the school office or the Headteacher. The school will, on an annual basis, share individual Data Collection Sheets with the parents/carers in order to ensure that our records are accurate and up to date.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (under the age of 13), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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 you or 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 our Data Protection Officer.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Mrs J Sinclair, Head Teacher.

Individuals 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, 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/>

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

- Mr Tim Wilson c/o St Joseph's Catholic Primary School

Privacy notice for staff

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, next of kin, national insurance number)
- special categories of data including characteristics information such as gender, age, race, ethnic group
- recruitment information
- contract information (such as start dates, hours worked, post, roles and salary information)
- performance information
- outcomes of any disciplinary and/or grievance procedures
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- photographs (staff board in Reception)
- data about your use of the school's information and communications system
- CCTV

Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- facilitate safe recruitment, as part of our safeguarding obligations to our pupils
- enable individuals to be paid

The lawful basis on which we process this information

We collect and use staff information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We only collect and use personal information about staff when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with an individual
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about a member of staff where:

- The individual has given us consent to use it in a certain way
- We need to protect vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Where a member of staff has provided us with consent to use the data, they may withdraw this consent at any time. We will make this clear when requesting consent, and explain how to go about withdrawing consent if the member of staff wishes to do so.

Some of the reasons listed above for collecting and using personal information overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

Whilst the majority of information provided to us is mandatory, some of it is provided to us on a voluntary basis. To comply with data protection legislation, we will advise whether the individual is required to provide certain school workforce information to us or if they have a choice in this.

Storing this information

We hold school workforce data for seven years from when the member of staff leaves the schools employment.

Who we share this information with

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about a member of staff with:

- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Central and local government
- Our auditors
- Health authorities
- Security organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

Why we share school workforce information

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

Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing

underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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 securely store and handle the data

To be granted access to school workforce information, organisations must comply with its 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>

To contact the department: <https://www.gov.uk/contact-dfe>

Requesting access to personal data

Under data protection legislation, all staff have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs J Sinclair, Head Teacher.

How to access personal information we hold about a member of staff

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

If a subject access request is made, and if we do hold information about you, we will:

- Give 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 the member of staff
- Confirm who it has been, or will be, shared with
- Confirm whether any automated decision-making is being applied to the data, and any consequences of this
- Provide a copy of the information in an intelligible form

The member of staff may also have the right for the personal information to be transmitted electronically to another organisation in certain circumstances.

For all requests, please contact our Data Protection Officer.

Other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. Staff have the right to:

- Object to the use of the personal data if it would cause, or is causing, damage or distress
- Prevent the data being used to send direct marketing
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Further information

If you would like to discuss anything in this privacy notice, please contact Mrs J Sinclair, Head Teacher.

Signed: *M Lawrence*
Chair of Governors

Date: 10th May 2018