

## PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS

### Who Will Own My Data Once I Submit It?

ST Mary of the Angels Catholic Primary School

### Why Do You Need My Information?

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 monitor attendance
- to keep children safe (food allergies, medical conditions etc)
- to meet our statutory duties placed upon us outside organisations (DfE, CES)
- to comply with the law regarding data sharing
- to promote the school (website, photos)
- to share success of pupils and school (i.e sporting events, e-safety, assemblies, school masses and performances)

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

- Personal information (such as name, unique pupil number and address)
- 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)
- Assessment information
- Exclusions/behavioural information
- Relevant medical information
- Special educational needs information
- Safeguarding and welfare information
- Payments to school
- Photographs (for evidence, promotion and historical reasons)

### What Allows You To Use My Information?

We collect and process pupil information as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation.

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Pupil Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)

## **Who Will My Information Be Shared With?**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS service Health partners, including OT, school health, starting well
- Police
- Sport partnerships – for competitions and after school clubs

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 the [Department for Education's website](#).

We are required by law, to provide information about our pupils to the Department for Education as part of statutory data collections, such as the school census and early years' census. Some of this information is then stored in the National Pupil Database.

Visit the [National Pupil Database \(NPD\) website](#) for further information on the National Pupil Database.

The Department for Education may share information about our pupils from the National Pupil Database 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

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 in compliance with the General Data Protection Regulation.

For more information about the department's data sharing process, please visit the [Department of Education's website](#).

## **Do I Have To Provide This Information And What Will Happen If I Don't?**

The majority of pupil information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation, when we collect data outside of this, we will rely on your consent to collect and store your personal data.

## **How Long Will You Keep This Data For And Why?**

We hold pupil data inline with the guidance provided by the information and records management society's data retention schedule for schools. The retention schedule is published on the school website.

## **How Will My Information Be Stored?**

Information is stored on various secure IT systems, for example SIMS (school information management system), office 365 share point, our own school server, CPOMS safeguarding system, depth of learning, text service and Tucasi. All of our suppliers have provided a self-certification statement relating to the service and support which they provide and advising us how the information they have access to will be stored securely.

### **What Rights Do I Have When It Comes To My Data?**

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your child's educational record, contact Tracy Mills, school business manager on [admin@smota.co.uk](mailto:admin@smota.co.uk) or ring the school on 0151 329 3524 .

You are entitled to submit subject access requests all year round and as a matter of course, requests submitted prior to any holiday period will be responded to within the required timescales. However, please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays.

- 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.

### **Who Can I Complain To If I Am Unhappy About How My Data Is Used?**

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.

For general questions or advice about the school's data protection procedures or to alert us to any issues you may have in the way we may handle your or your child's information please contact:

- Tracy Mills
- [admin@smota.co.uk](mailto:admin@smota.co.uk)
- 0151 329 3524

If you prefer, you may contact the School's independent Data Protection Officer direct at:

- Schools Data Protection Officer  
Cheshire West and Chester Council,  
HQ, 58 Nicholas Street,  
Chester,  
CH1 2NP
- Email: [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk)

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45's

**Will This Information Be Used To Take Automated Decisions About Me?**

No

**Will My Data Be Transferred Abroad and Why?**

No

## Appendix 2 - PRIVACY NOTICE STAFF

### Who Will Own My Data Once I Submit It?

St Mary of the Angels Catholic Primary school

### Why Do You Need My Information?

[ List why we need it, what is the purpose for collecting it and what will it be used for? ]

Tip – be honest and list all purposes, if you need to hide a purpose for using the information, perhaps we shouldn't be doing it. ]

Example:

We process personal data relating to those we employ in order to administer payroll, pensions, training and appraisal, monitor equal opportunities and manage your access to various services such as IT and buildings. This is for employment purposes to assist in the running of the school.

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

- Personal information (such as name, NI number)
- Characteristics (such as ethnicity, nationality, country of birth)
- Qualifications
- Work related information (including employment contracts, remuneration details, and absence information).

### What Allows You To Use My Information?

[What legal power do we have to collect this information? Do we have a power written in an Act or other piece of law to do whatever we want to do? This section must be completed.]

[If we are relying on the individual's consent then list that and state that they have the right to withdraw their consent at any time. ]

Example

We collect and process employee information as part of our contract with employees under both the Data Protection Act and Article 6, part (b) of the General Data Protection Regulation.

The submission of the school workforce census return, including a set of individual staff records, is a statutory requirement on schools and local authorities by virtue of regulations made under sections [113 and 114 of the Education Act 2005](#). This means that:

- although schools and local authorities must meet their obligations to data subjects under the Data Protection Act, they do not need to obtain consent for the provision of information from individual members of the workforce
- schools and local authorities are protected from any legal challenge that they are breaching a duty of confidence to staff members
- schools and local authorities must complete a return.

Under the [Regulation of Investigatory Powers Act 2000](#), [Computer Misuse Act 1990](#) and [The Telecommunications \(Lawful Business Practice\) \(Interception of Communications\) Regulations 2000](#), we also have the right to monitor the use of computer and telephone facilities for purposes such as preventing and detecting criminal acts, investigating unauthorised use, making sure that policies are being followed and for training and quality control.

### **Who Will My Information Be Shared With?**

[List types of partners that this information may be shared with. It could be “health partners” or “law enforcement agencies”. Be as specific as possible. ]

Example

We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE).

For more information about the department’s data sharing process, please visit the [Department of Education’s website](#):

[Amend and extend this list to include all other parties with whom you regularly share workforce information. For example, academy chains/federations/Multi Academy Trusts (MATs)/Edsential etc]

### **Do I Have To Provide This Information And What Will Happen If I Don’t?**

When employed by the school, your information is required in order to fulfil your contractual obligations.

### **How Long Will You Keep This Data For And Why?**

We hold your data for [Add the length of time for which the personal data will be stored].

### **How Will My Information Be Stored?**

[Provide details on how the information will be stored; will this be on a specific electronic system? If so, give details.]

### **What Rights Do I Have When It Comes To My Data?**

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your child’s educational record, contact [Include details of your process to request access to information, also include details of your administrator/Data Protection Officer]

You also have the right to:

- 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.

## Who Can I Complain To If I Am Unhappy About How My Data Is Used?

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.

For general questions or advice about the school's data protection procedures or to alert us to any issues you may have in the way we may handle your or your child's information please contact:

- Name of DP Lead
- Email of DP Lead
- Telephone

If you prefer, you may contact the School's independent Data Protection Officer direct at:

- Schools Data Protection Officer  
Cheshire West and Chester Council,  
HQ, 58 Nicholas Street,  
Chester,  
CH1 2NP
- Email: [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk)

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45's

## Will This Information Be Used To Take Automated Decisions About Me?

[ Yes or No? If yes, give detail about why these decisions are necessary and state that they have the right to object to them happening.]

No

## Will My Data Be Transferred Abroad and Why?

No [Please provide details if data is stored in the Cloud or transferred abroad if the answer to this is yes]