



## Privacy Notice – Pupils and their Families

### Who processes your information?

St Joseph'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. The School Business Manager acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01332 361660 or [admin@stjosephs.derby.sch.uk](mailto:admin@stjosephs.derby.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 Joseph's Catholic Primary School upholds are imposed on the processor.

The Chair of Finance is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01332 361660 or [admin@stjosephs.derby.sch.uk](mailto:admin@stjosephs.derby.sch.uk).

### Why do we collect and use your information?

St Joseph's Catholic Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning

- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service and benchmark ourselves with other providers
- To comply with the law regarding data sharing
- We must keep up to date information about parents and carers for emergency contacts
- We also use contact information to keep pupils, parents and carers up to date about school events
- To protect and safeguard pupils
- To protect our property and assets and to detect and prevent crime

### **Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Parental and emergency contact details
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management and attendance procedures
- School history
- CCTV images

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to pupils at St Joseph's Catholic Primary School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

St Joseph's Catholic Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- schools and other establishments that the pupils attend after leaving us
- our local authorities
- the Catholic Education Service
- the Nottingham Roman Catholic Diocesan Education Service
- the Department for Education (DfE)
- medical and health professionals
- multi agency teams and those organisations involved in child protection and safeguarding
- law enforcement agencies

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. St Joseph's Catholic Primary School 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 NDP 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 NDP is maintained.

Parents are able to request that only their child's name, address and date of birth are passed to the LA informing St Joseph's Catholic Primary School administrator via letter. Once pupils reach 16 years of age, this right is transferred to them, rather than their parents. For more information regarding services for young people, please visit our LA's website: [www.derby.gov.uk](http://www.derby.gov.uk).

### **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how St Joseph's Catholic Primary School uses your personal data.
- Request access to the personal data that St Joseph's Catholic Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way St Joseph's Catholic Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

### **Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website or download our GDPR Data Protection Policy.