



Privacy notice for parents/carers – Use of your child's personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about **pupils**.

We, St Kentigern's Catholic Primary School, are the 'data controller' for the purposes of data protection law and our Data Protection Officer (DPO) is appointed by the LA.

The categories of pupil information that we process include:

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- personal identifiers and contacts (such as name, image unique pupil number, date of birth contact details and address)
- characteristics (such as ethnicity, language, and free school meal 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 key stage 1, key stage 2 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- cctv images captured on the school premises

Please note this is not an exhaustive, this is recorded on our Record of Processing Activities.

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities, health practitioners, police and the Department for Education.



Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- Support pupil learning
- To monitor and report on pupil attainment progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer the school
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- (c) Legal obligation: the processing is necessary for us to comply with the law. We need it to perform an official task in the public interest
- (e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

Less commonly, we may also process pupils' personal data in situations where:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (d) Vital interests: the processing is necessary to protect someone's life.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party,

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

Where the school processes 'special category of data' it will ensure an additional legal basis from Article 9(2) of the GDPR is met.



Collecting this information

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

How we store this data

We keep personal information about pupils while they are attending our school. 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 retention schedule sets out how long we keep information about pupils.

You can request a copy of your record retention schedule from the school office or email admin@st-kentigern.blackpool.sch.uk.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education*
- *The pupil's family and representatives*
- *Our regulator, Ofsted*
- *Central and local government*
- *Health authorities*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.



The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding 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 the school office or email admin@st-kentigern.blackpool.sch.uk.

- You 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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting our Data Protection Officer.

Data Protection Officer, Legal Services

Blackpool Council, Number One, Bickerstaffe Square, Blackpool, FY1 3AH

SchoolsDPO@blackpool.gov.uk.

or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>