



Holy Family Catholic Primary School

Privacy Notice for Parents/Carers (How we use pupil information)

In order for Holy Family to function safely, educate and look after its pupils and meet the requirements placed upon it by the Government, Local Authority, Health & Safety Executive and other statutory bodies it is necessary to collect, hold and process information about the pupils who attend school and their parents/carers.

School acts as a Data Controller with regard to the information/data it collects and creates.

The General Data Protection Regulations (GDPR) is a new set of regulations, which increase the protection given to an individual's "Personal Data" – personal data is any information that identifies a living individual.

There is an additional category of personal data called "Special Personal Data" which is given extra protection under the legislation.

This privacy notice explains how school will use your Child's "personal data" and "special personal data" and explains about your rights to privacy and how the law protects them in accordance with the GDPR legislation.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, 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 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

As school moves through the process of incorporating the requirements of GDPR it is possible that this list will increase and any subsequent updates will initially be made on the online Privacy Notice available on the School website.

<http://www.boothstownhollyfamily.wigan.sch.uk/school-info/school-policies>

Why we collect and use pupil information

The legal basis which school uses for the collecting and processing of personal data is set out within Article 6 and Article 9 of the GDPR legislation are:

- Legal Obligation: the processing of data is necessary to comply with the law.

- Public Task: the processing of data is necessary for school in it performing its tasks as a school and meet its official function.

In addition, concerning any special category data:

- Conditions: processing is necessary for reasons of substantial public interest of GDPR - Article 9

School is also required to collect personal data due to the Education Act 1996, Section 3 of The Education Regulations (Information About Individual Pupils) (England) 2013.

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

How we collect pupil information

We collect pupil information via a Data Collection form at the start of the school year or Common Transfer File (CTF) or secure file transfer from a previous school.

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 pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit School website. <http://www.boothstownhollyfamily.wigan.sch.uk/school-info/school-policies>

As school moves through the process of incorporating the requirements of GDPR it is currently examining its retention of personal data and its subsequent safe destruction and will shortly be making available on the School website its retention storage and data protection policies.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- educational software providers e.g. online homework apps
- educational performance tracking providers
- catering providers regarding supply of school meals

Why we regularly 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.

Schools legal basis for the sharing of this data is set out within the section “Why we collect and use pupil data.”

Where school has obtained your consent to use a 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.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

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](#).

For more information, please see ‘How Government uses your data’ section.

Requesting access to your 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 Office Manager Mrs N Wallace.

As school moves through the process of incorporating the requirements of GDPR it is in the process of appointing a Data Protection Officer the details of whom will be made available on the Schools website Privacy Notice once they have been appointed.

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

Contact

If you would like to discuss anything in this privacy notice, please contact:

Holy Family Catholic Primary School, Kendal Road, Boothstown M28 1AG. Tel 0161 790 2123

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs ‘short term’ education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).

- supports ‘longer term’ research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

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 <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils’ personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department’s NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

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