



GDPR Privacy Notice for Pupils and their Families

Who processes your information?

Guardian Angels 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. Mrs H Milligan acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on enquiry@gdangel.bham.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 Guardian Angels Catholic Primary School upholds are imposed on the processor.

Warwickshire Legal Services act as 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. Guardian Angels Catholic School Data Protection Officer can be contacted at:

Email: schoolDPO@warwickshire.gov.uk

Postal address: Warwickshire Legal Services, PO Box 9, Shire Hall, Warwick CV34 4RL

Why do we collect and use your information?

Guardian Angels 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 of the GDPR: Processing is necessary for compliance with a legal obligation to which the data controller is subject
- Article 9 of the GDPR: for substantial public interest on the legal basis
- 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 understand how our school is doing as a whole
- To comply with the law regarding data sharing
- To safeguard pupils



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
- 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; in school sanctions
- Photographic images in our school, on the website or media and in school literature.

For a more comprehensive list of the information held by schools, please see the DfE Common Basic Data set, here: <https://www.gov.uk/government/publications/common-basic-data-set-cbds-database>

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.

What about information we receive?

If you provide us with contact details of others, for example, in case of emergency or when you may not be available please ensure they are aware their information has been passed to the school.

We will also receive the above types of personal information, where relevant, from a previous school or nursery and may also receive information from the Local Authority and the DfE

How long is your data stored for?

Personal data relating to pupils at Guardian Angels 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?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- End of Key Stage assessments
- Pupil Premium eligibility
- Ethnicity
- Gender
- SEND information
- Reasons for non-completion of statutory tests



The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Guardian Angels 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.

Guardian Angels 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:

- Pupils' destinations upon leaving the school
- The LA
- The NHS
- The DfE
- External Agencies: health, child protection, welfare, safeguarding services
- FROG – School assessment system
- Cloud based educational programmes
- My Concern – School's safeguarding system
- SIMS – Schools management software

The information that we share with these parties includes the following:

- Full Names
- Gender
- Date of Birth
- SEND Status
- Address

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 Guardian Angels Catholic Primary School uses your personal data.
- Request access to the personal data that Guardian Angels 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 Guardian Angels Catholic Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (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 www.grdangels.bham.sch.uk or download our GDPR Data Protection Policy.

Declaration

I, declare that I understand:

- Guardian Angels Catholic Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Guardian Angels Catholic Primary School may share my data with the DfE, and subsequently the LA.
- Guardian Angels Catholic Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Guardian Angels Catholic Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name: _____

Signature: _____

Date: _____



Table 1 – Examples of where personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
<i>Special Education Needs Report</i>	<i>Children’s and Families Act 2014, section 69</i>		<i>Local Authority</i>	<i>Legal Obligation</i>
<i>Attendance register</i>	<i>Education (Pupil Registration)(England) Regulations 2006, Regulation 4, 10, 11 and 12</i>		<i>OFSTED, Local Authority</i>	<i>Legal Obligation</i>
<i>Common Transfer file</i>	<i>Education (Pupil Registration)(England) Regulations 2005, Regulation 6</i>		<i>School pupil transfers to</i>	<i>Legal Obligation</i>
<i>Safeguarding information</i>	<i>Education Act 2002, section 175 Children’s Act 1989, Section 17, 47, 83. Children’s Act 2004, Section 11</i>		<i>Local Authority</i>	<i>Legal Obligation</i>
<i>Admissions Register</i>	<i>Education (Pupil Registration)(England) Regulations 2006, Regulation 4, 10, 11, 14 and 15</i>		<i>OFSTED, Local Authority</i>	<i>Legal Obligation</i>
<i>Curricular Record including Assessment and achievement data</i>	<i>Education (Pupil Information) (England) Regulations 2005, Regulation 4</i>		<i>OFSTED, Local School. Local Authority</i>	<i>Legal Obligation</i>
<i>Educational Record</i>	<i>Education (Pupil Information) (England) Regulations 2005, Regulation 5 and 6</i>		<i>Parents, Local school</i>	<i>Legal Obligation</i>
<i>Pupil Information i.e name, age address, Emergency contact details</i>	<i>Education (Information About Individual Pupils) (England) Regulations 2013, Regulation 3 and 5</i>		<i>Department of Education – school census. Other schools – when pupils transfers</i>	<i>Legal Obligation</i>
<i>Medical / Dietary / allergies</i>		<i>Necessary for preventative or occupational medicine</i>	<i>Department of Education – school census. Other schools – when pupils transfers</i>	<i>Legal Obligation</i>
<i>School Census</i>	<i>Education Act 1996, Sections 537 & 537A, and accompanying regulations</i>		<i>Department of Education</i>	<i>Legal Obligation</i>
<i>Staff information, including personal details, DBS check, qualifications</i>	<i>Education Act 2005, section 114</i>		<i>Secretary of State, Disclosure and Barring Service Governors</i>	<i>Legal Obligation</i>

Table 2 – Personal information we are required to process as it is necessary to protect someone’s vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
<i>Medical Information</i>	<i>Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent’</i>	<i>Medical staff i.e. paramedics/ambulance</i>	<i>Vital Interest</i>



<i>Religious belief</i>	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	<i>Medical staff i.e. paramedics/ambulance</i>	<i>Vital Interest</i>
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Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
<i>Photographs</i>		<i>Government agencies, eg Department for Education, Tempest</i>	<i>Consent</i>
<i>Email address</i>		<i>Not shared</i>	

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
<i>Pupil Information i.e name, age address, Parent detail, Emergency contact details</i>		<i>Department of Education – school census. Other schools – when pupils transfers</i>	<i>Legal Obligation</i>
<i>Academic Progress data including Leuven data, wellcom data, Learning journals, staff observations</i>		<i>OFSTED, Parents, Health such as Speech and Language</i>	<i>Public Task & Legal Obligation</i>
<i>Safeguarding information, Medical, Special Education Needs</i>		<i>Local Authority, Health, Parents</i>	<i>Legal Obligation</i>
<i>Educational and Safeguarding Information used internally for the purpose of educating and protecting the welfare of children.</i>			