

## Privacy Notice: Parents and Pupils

### Information on Pupils

When a Pupil joins St Thomas of Canterbury Catholic Primary School, we use personal information that we gather in relation to the Pupil for various purposes. Information that we hold in relation to the pupil is known as 'personal data'. This will include data that we obtain from the pupil directly and data about the pupil which we obtain from other people and organisations. We might also need to continue to hold a pupils personal data for a period of time after they have left the school. Anything that we do with your personal data is known as 'processing'.

### 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 doctor's 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 ongoing assessment data, phonics, Key Stage 1 and Key Stage 2 results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Educational details (such as details of previous/future schools).
- Religious beliefs

This list is not exhaustive.

### Why we collect and use pupil information

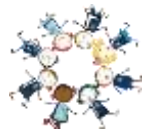
The personal data that we collect is essential, in order for the School to fulfil its official functions and to meet our legal requirements.

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

- to support pupil learning
- to monitor and report on pupil attainment and progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for Local Authority and Department for Education data collections
- To make sure everyone is treated fairly and equally
- To celebrate pupils' achievements

The legal bases which we rely on for processing pupil information are:

- Under the General Data Protection Regulation (GDPR), the lawful bases we with the Legal Basis of Public Task (collecting the data is necessary to perform tasks that schools are



required to perform as part of their statutory function); Vital interests (to keep children safe – food allergies, or medical conditions) and in accordance with the legal basis of Legal obligations; data collected for DfE census information.

- Section 537A of the Education Act 1996
- Section s29(3) of the Education Act 1996
- the Education (School Performance Information)(England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

In addition, the School will, on occasion, need to process special category personal data (concerning health, ethnicity, religion, etc) or criminal records information (such as when carrying out DBS checks) in accordance with rights or duties imposed on it by law, including as regards safeguarding and employments, or from time to time by explicit consent where required.

Sometimes we need permission to use pupil information. This includes taking pictures or videos of pupils to be used in our newsletters, on our website or in a newspaper.

## **How we collect pupil information**

We collect pupil information in the following ways;

- From the student;
- From the (parents/guardians/carers), and other children's (parents/guardians/carers);
- Our staff;
- Previous schools or education providers; and
- People from other organisations, including doctors or the local authority for example.

Pupil data is essential for the School's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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 will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information based on the School's Data Retention schedule. For more information on our Data Retention schedule and how we keep your data safe, please visit the website and follow the links to Policies.

## **Who we share pupil information with**

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Surrey, our local authority
- The Department for Education (DfE)
- Other public organisations, where necessary, which may include Police, school first aiders, doctors and mental health workers and the NHS.
- third party providers of information services (such as communication systems, school photographers and catering providers)

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



## Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, **contact Mrs Jacqui Clay, our Data Protection Officer (DPO):**

Mrs Jacqui Clay  
DPO  
St Thomas of Canterbury Catholic Primary School  
Horseshoe Lane West  
Guildford  
GU1 2SX

Email [dpo@st-thomas.surrey.sch.uk](mailto:dpo@st-thomas.surrey.sch.uk)  
Phone 01483 888388

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 about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact 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:

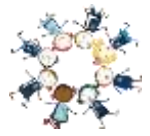
Mrs Jacqui Clay  
DPO  
St Thomas of Canterbury Catholic Primary School  
Horseshoe Lane West  
Guildford  
GU1 2SX

Email [dpo@st-thomas.surrey.sch.uk](mailto:dpo@st-thomas.surrey.sch.uk)  
Phone 01483 888388

## 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 regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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.



## 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 end of Key Stage or phonics screening results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy

## 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>