



# St. Paulinus Catholic Primary School



"Inspiring all to live, learn and love in the light of Jesus."

(I am the light of the world; whoever follows me will never walk in darkness but will have the light of life." *cf* John 8:12)

## Parent – Privacy Notice 2018/2019

**Reviewed by Subject Manager :** Mrs. R. d’Arcy  
**Updated by :** Mrs. C. Berry, May 2018  
**Review date :** May 2021

Signed ..... Date .....  
Headteacher

Temple Road, Dewsbury, West Yorkshire, WF13 3QE

*'An outstanding school, which is deeply committed to the Catholic mission... this school inspires all within this faith community to live life to the full.'* Ofsted 2017



# 2018/2019 Privacy Notice

(how we use pupil information)

for

**Pupils in schools, alternative provision, pupil referral units and  
children in Early Years settings**

**St Paulinus Catholic Primary School**

## Privacy Notice (How we use school workforce information)

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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils in schools, alternative provision, pupil referral units and children in early years settings.

We, St Paulinus Catholic Primary School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Mrs. H. Scott (see 'Contact us' below).

### ***The categories of pupil information that we collect, hold and share include:***

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal / pupil premium / early years pupil premium eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment Information (such as Key Stage results)
- Medical conditions, including physical and mental health, health/ social care plans and support providers
- Special Educational Needs and Disability
- Behaviour and exclusions
- Education/school history
- Siblings information
- Pupil and curricular records
- Safeguarding including parental responsibility, court orders
- Photographs
- CCTV images



### ***Why we collect and use this information***

We use the pupil data:

- to provide free early education and childcare
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard students
- to contact in case of emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs
- to administer admissions waiting list
- to carry out research
- to maintain contact with guardians about your child's progress and respond to any questions
- to keep you updated with school news and information

### ***The lawful basis on which we use this information***

On the 25<sup>th</sup> May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
  - (c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
  - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of



State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

We will only collect and use pupils personal data when the law allows us to. Most commonly, we process data when:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

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

- We have obtained consent to use it in a certain way
- We need to protect the individuals vital interests (or someone else's interests)

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 pupil's data overlap, there may be several grounds which justify our use for this data.

## Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### ***Storing pupil data***

We hold personal information about our pupils in line with the Retention Policy a copy of this can be found on the school website policy section, App or from the data protection officer.

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused or disclosed by:

- Electronic files are password protected on all devices and encrypted; these are stored securely in school.
- Staff are frequently trained on the safeguarding of personal data
- All paper documents are locked away in secure holdings
- The school has CCTV and a highly advanced alarm system
- All confidential waste is shredded immediately

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

We routinely share pupil information with:

- Learning providers that the pupils attend after leaving us



- our local authority
- the Department for Education (DfE)
- our regulator Ofsted
- the child's family and representatives
- educators and examining bodies
- suppliers and services including our software management systems
- financial organisations
- Central and local government
- Health authorities including health and social welfare organisations, professional advisors, consultants, professional bodies
- Police forces, court cases and tribunals

### ***Why we 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.

We share pupils' data with our local authority (LA) and the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. For further information go to ;

<http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. Sections 7 and 7A of the Childcare Act 2006 and section 2 of the Childcare Act 2016.

### ***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)**

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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



The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

### ***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 Mrs. H. Scott – Data Protection Officer.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request 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 Us

If you would like to discuss anything in this privacy notice, have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer :

- Mrs. H. Scott
- Email: [office@stpaulinus.org](mailto:office@stpaulinus.org) (please mark subject as FAO DPO)
- Call: 01924 488 282
- Write to: DPO, St. Paulinus Catholic Primary School, Temple Road, Dewsbury, West Yorkshire, WF13 3QE

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*