



Saint Joseph's Catholic Primary School, the Borough

Privacy notice for parents/carers

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**.

We, *Saint Joseph's Catholic Primary School, Little Dorrit Court, Redcross Way, London, SE1 1NJ*, are the 'data controller' for the purposes of data protection law. Our **data protection officer** is Stephen Fulton (see 'Contact us' below).

The personal data we collect, hold and share (when appropriate) include (but are not restricted to):

- Contact details, contact preferences, date of birth, country of birth, identification documents
- Characteristics, such as ethnic background, eligibility for free school meals, religion
- Special educational needs information
- Medical conditions information
- Dietary requirements
- Personal care requirements
- Attendance information
- Safeguarding information
- Internal and external academic assessment information
- Pupil and curricular records
- Behaviour Records
- Exclusion information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

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

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing

Our lawful basis for using this data

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

- 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 pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's 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Where we have obtained consent to use pupils' personal data, this consent can be withdrawn **at any time**.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 permission, and explain how to withdraw consent.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which mean we can use the data.

Collecting this information

In most cases parents/carers **must** provide the personal data we collect in order to comply with the General Data Protection Regulation. However, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it is optional. If you **must** provide the data, we will tell you what might happen if you do not.

How we store this data

We keep personal data about pupils while they are attending our school. We may also keep it after they have left our school if we have to comply with legal obligations. Our Records Management Policy sets out how long we keep information about pupils. If you would like to request a copy of our Records Management Policy, you can either ask in the office for a hard copy or download it from the school's website.

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, Southwark Council
- The Department for Education
- The Education Commission for the Catholic Archdiocese of Southwark
- The Catholic Education Service
- Our regulator; Ofsted
- Health and social welfare authorities
- Police forces, courts, tribunals
- Our auditors
- Schools that the pupils attend after leaving us
- The pupil's family and representatives
- Educators and examining bodies
- Survey and research organizations
- Professional advisers and consultants
- Charities and voluntary organizations
- Professional bodies
- Suppliers and service providers

To find out more about the data collection requirements placed on us by the Department for Education go to <https://www.gov.uk/education/data-collection-and-census-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 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 examining 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 strong 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 the 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 the DfE: <https://www.gov.uk/contact-dfe>

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' rights regarding personal data

Parents/carers have the right to make a '**subject access request**' to gain access to personal information that the school holds about their child/children. They can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12). Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact our **data protection officer**.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact our Office Manager.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used for the purpose of direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our **data protection officer**.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our **data protection officer**.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Telephone: 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

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