



## St. Gabriel's Catholic Primary School

### Privacy notice for parents/carers -

#### Use of your child's personal data

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**.

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

Please see our website for information on the School's Data Protection Officer.

#### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Special education needs and disabilities (SEND) information
- Behavioural information
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs (see below - Learning Journeys and Records of Achievement)
- Videos

Learning Journeys and Records of Achievement are used to celebrate your child's progress throughout school, these are sometimes sent home. Photographs of individuals, groups or classes of children may appear in these records. Children's images may sometimes incidentally appear in other children's learning journeys or records of achievement as they are interacting/working in a group with the child being photographed or appear in the background. Where this happens, your child will not be named or referred to in the learning journey or record of achievement.

We may also hold 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

## The lawful basis on which we use this information

As a UK public authority we process data under the basis of **Public Task**, to carry out our official functions. However, where **Consent** is required, it is obtained explicitly with clear and concise supporting information and advice. Explicit Consent is obtained for the following reasons:

- Emergency medical treatment
- Internet access
- Photographs/moving images
- Social media
- Data exchange/transfer
- Educational visits
- Biometrics

In addition we are legally obliged to share information about our students with the Department for Education as part of statutory data collections, such as the school census. We process this data under the basis of **Compliance**.

In the event of an emergency, where the sharing of medical information with the appropriate medical authorities may protect someone's life, we do this under the basis of **Vital Interests**.

## Collecting this information

We collect your personal information via the following methods:

- Registration forms
- Common Transfer File (CTF) from your previous school
- Child protection plans

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule/records management policy sets out how long we keep information about pupils.

## 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:

- Local Authorities - to meet our legal obligations to share certain information with it, such as safeguarding concerns, exclusions and in-year school transfers.
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator Ofsted
- St Gabriel's Pre School
- Gabriel's Angels (out of school club)
- Suppliers and service providers - to enable them to provide the service we have contracted them for (we will maintain a list of our providers along with their privacy notices in due course)
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities including the School nursing team (or other parties linked to the NHS)
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants

- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- The Parish of Saint John the Baptist Tamworth
- Archdiocese of Birmingham
- Diocesan Education Service (DES)

### **How to find out what personal information the DfE holds about you**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## 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 and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. The school must respond within one calendar month of receipt of your request.

Parents/carers 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), or where the child has provided consent.

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
- Give you a copy of the information in an intelligible form

If you would like to make a request please contact Mrs Helen Deegan, school office, 01827 213910.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to (subject to our statutory duties):

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Lodge a complaint and/or claim compensation for damages caused by a breach of data protection legislation.

To exercise any of these rights, please contact Mrs Helen Deegan, school office, 01827 213910.

## 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. If you are not satisfied with our response you can contact the external regulator of information rights and law, the Information Commissioner's Office:

- Report a concern online at [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact

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

Mrs Helen Deegan - (School Office 01827 213910)

Mr John Hayes - Headteacher (School Office 01827 213910)

You can also contact our Data Protection Officer using the below contact details:

Email: [dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)

Post to:

Data Protection Officer

Information Governance Unit

Staffordshire County Council

2 Staffordshire Place

Stafford

ST16 2DH

**Publication date: July 2020**

**Renewal Date: June 2023**

(Having been **REVIEWED, UPDATED**  
and **AMENDED**)