

Privacy Notice (How we use pupil information)

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 eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Admissions information (such as personal information, assessment data and behavioural data)
- Assessment information (such as phonic, SATs and BTEC, GCSE and A Level examination results)
- Behaviour and exclusion information (such as achievement, behaviour and detention logs)
- Catering and free school meal information (such as FSM review dates, menu choices and spend)
- Trips and before and after school activities (such as registers, medical information, emergency contact details)
- Medical information (such as medical notes, doctors practice details and medical conditions)
- Safeguarding and special educational needs information
- Identity management information (such as photographs held on the information management system whilst the child is on roll)
- Post 16 learning information (such as personal information, assessment data and behavioural data)

Why we collect and use this information

We use the pupil data:

- 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 facilitate school meal and payment system management
- to keep our pupils safe

The lawful basis on which we use this information

We collect and use pupil information set out in Article 6 and Article 9 of the General Data Protection Regulation (GDPR) under the lawful basis of:

Legal obligation	Article 6	This is where the School needs to use your information in order to comply with a legal obligation, for example to report a concern about your wellbeing to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so
	Article 9	To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious
Public Task	Article 6	To allow the School to carry out a public task in the interest of providing education
Legitimate task	Article 6	To allow the School to carry out legitimate tasks for activities that fall outside the normal function of providing education
Substantial public interest	Article 9	The processing is necessary for reasons of substantial public interest
Legal Claims	Article 6 Article 9	The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers

Medical purposes	Article 9	This includes medical treatment and the management of healthcare services
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Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory we may ask for your consent to use your child's information in certain other ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid.

Storing pupil data

We hold pupil data for as long as we need to in order to educate and look after you. We will keep some information after you have left the School, for example, so that we can find out what happened if you make an enquiry.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. We comply with the ICO recommended records retention and disposal policy which can be accessed at the link below or via the school website:

https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

Who we share pupil information with

We routinely share pupil information with:

Schools that the pupil's attend after leaving us	We may share pupil information with other people and educational organisations when we have good reason to do so. e.g. <ul style="list-style-type: none"> Exam results and references
Our local authority	We may share information to meet our statutory requirements e.g. <ul style="list-style-type: none"> Attendance & Assessments School census
The Department for Education (DfE)	We may share information to meet our statutory requirements
Management Information System Curriculum software, 3 rd party providers, VLE and other applications	We may share information to allow the School to carry out a public task in the interest of providing education e.g. <ul style="list-style-type: none"> Assessing your child to inform teaching and learning Online course and homework access
Other public agencies	We may share information to safeguard your child's welfare and wellbeing e.g. <ul style="list-style-type: none"> Police, NHS, Social and health interactions
Payment systems and catering management	We may share information to help the smooth running of the school and effective use of resources
Trips and school trip organisations	We may share information to safeguard your child's welfare and wellbeing
Identity management systems	We may share information to safeguard your child's welfare and wellbeing and to accurately identify your child.
Contact and communication systems	We may share information to monitor pupil use email, the internet (including social media) and mobile electronic devices e.g. iPads. This is to check that they are not misbehaving when using this technology or putting themselves at risk of harm. If you would like more information about this you can read the Pupil Acceptable Use Policy

Information, advice and Guidance	We may share information to allow the School to carry out a public task in the interest of providing education
Paper records	We may share information to allow the School meet our legal obligations, to safeguard our children and to carry out a public task in the interest of providing education e.g. <ul style="list-style-type: none"> • Moderation and assessment of work • Statutory inspections by DFE and Diocese

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 the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

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 J Doig (School Business Manager) on 01782 882900 or email office@stmca.org.uk

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

If you would like to discuss anything in this privacy notice, please contact: Mrs J Doig (School Business Manager) on 01782 882900 or email office@stmca.org.uk