

# St Teresa's Catholic Primary School (School)



## Privacy Notice - How we use pupil information

### Introduction

Our pupils (via their parents/carers) have a legal right to be informed about how our School uses any personal information that we hold about them. To comply with this, we have produced this 'Privacy Notice' to explain how we collect, store and use their personal data.

The School is the 'Data Controller' for the purposes of data protection law.

Our Data Protection Officer is the Data Protection Officer for Schools, Corporate Services and Governance, Gateshead Council (see 'Contact us' below).

### The personal data we hold and share

We hold some personal information about our pupils to make sure we can help them learn and to look after them at school. We receive most of this direct from parents and carers.

For the same reasons, we get information about our pupils from some other places too – like other schools, the local authority (LA) and the government.

This information includes but is not limited to:

- personal information (such as name, unique pupil number and address)
- contact details
- test results
- attendance information (such as sessions attended, number of absences and absence reasons)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- details of any special educational needs
- details of any medical conditions a pupil may have
- details of any behaviour issues or exclusions
- photographs
- CCTV images

### Why we collect and use this data

We use this data to help run the School, including to:

- get in touch with pupils and their parents/carers when we need to
- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care and look after pupils' wellbeing
- assess the quality of our services
- comply with the law regarding data sharing
- monitor how well the school as a whole is performing

### The lawful basis for using this data

We will only collect and use pupil information when the law allows us to. Most often, we will use information where:

- we need to comply with the law

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- we need to use it to carry out a task in the public interest (in order to provide our pupils with an education)

Sometimes, we may also use personal information where:

- a pupil's parents/carers have given us permission to use it in a certain way
- we need to protect a pupil's interests (or someone else's interest)

Where we have got permission to use a pupil's data, the pupil's parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

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

### Collecting pupil information

While in most cases a pupil's parents/carers must provide the personal information we need to collect, there are some occasions when they can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

### How we store this data

We will keep personal information about our pupils for as long as they remain a pupil at our School. We may also keep it after they have left the School, where we are required to by law.

We have a record retention schedule which sets out how long we must keep information about pupils. If you wish to see a copy of this, please contact the Office.

### Who we share pupil information with and why

We do not share personal information about our pupils with anyone outside the School without permission from their parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about pupils with:

- schools that the pupils attend after leaving us so that they may carry out their public function of providing education and to allow a smooth transition
- our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions - under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- The Department for Education (**DfE**) (a government department) - this data sharing underpins school funding and educational attainment policy and monitoring and is carried out under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- the pupil's named family and representatives
- examining bodies
- OFSTED
- suppliers and service providers – so that they can provide the services we have contracted them for
- financial organisations
- central and local government
- our auditors

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- survey and research organisations
- health authorities
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations, including our Parents & Teachers' Association (PTA)
- police forces, courts, tribunals
- professional bodies

### Data collection requirements

As mentioned above, we are required to provide information about our pupils to the DfE as part of data collections such as the school census. 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>.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the DfE and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others. 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 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>

The DfE may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the DfE's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

### Your rights

#### Requesting access to personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. You may also ask us to send this personal information to another organisation electronically in certain circumstances. To make a request for your personal information, or be given access to your child's educational record, please contact our Data Protection Officer.

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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.

### Complaints

We take any complaints about how we collect and use personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

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

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### Further information

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

If you would like to discuss anything in this Privacy Notice, please contact:

**Data Protection Officer for Schools**  
Corporate Services and Governance  
Gateshead Council  
Civic Centre, Regent Street, Gateshead, Tyne &  
Wear, NE8 1HH  
Tel No: (0191) 433 2113 or 433 2192  
Email: [DPO@Gateshead.Gov.UK](mailto:DPO@Gateshead.Gov.UK)

**Internal contact – Mr V Turner /Sara Harwood**

**Date: 25<sup>th</sup> May 2018**