



St Monica's Catholic Primary School

Privacy Notice for Pupils and Parents/Carers



Under the data protection laws, individuals have the 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.

St Monica's Catholic Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mr Nick Holden is the school's Data Protection Officer, (please see contact details below).

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that St Monica's Catholic Primary School upholds are imposed on the processor.

Mr Nick Holden, (NexusProject) is the data protection officer. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. He can be contacted on 0845 4631072 or governance@nexus-global.co.uk

Why do we collect and use your information?

St Monica's Catholic Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- **To support pupil learning**
- **To monitor and report on pupil progress**
- **To provide appropriate pastoral care**
- **To protect pupil welfare**
- **To administer admissions procedures including waiting lists**
- **To assess the quality of our service**
- **To comply with the law regarding data sharing**

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- **Personal information – e.g. names, pupil numbers and addresses**
- **Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility**
- **Attendance information – e.g. number of absences and absence reasons**
- **Assessment information – e.g. national curriculum assessment results**
- **Relevant medical information**
- **Information relating to SEND**
- **Behavioural information – e.g. number of temporary exclusions**

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at St Monica's Catholic Primary School and their families is stored in line with the school's **GDPR Data Protection Policy**.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- **EYFS Foundation Stage Profile**
- **Key Stage One and Two (Attainment)**
- **School Census – (Pupil information as above)**

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. St Monica's Catholic Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

St Monica's Catholic Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- Sefton Metropolitan Borough Council – to meet our legal obligations to share certain information such as safeguarding concerns and exclusions.
- The Department for Education (DfE)
- Ofsted
- Central and Local Government
- Health Authorities (including School Health/Nurses)
- Health and Social Welfare organisations
- Professional advisors and consultants
- Police Forces, courts and tribunals

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 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 individuals' vital interests (or someone else's interests).

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how St Monica's Catholic Primary School uses your personal data.
- Request access to the personal data that St Monica's Catholic Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way St Monica's Catholic Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website;

www.stmonicascatholicprimaryschool.co.uk to download our GDPR Data Protection Policy.