



St Mary's CE Primary School Privacy Notices

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1. 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, **St Mary's CE Primary School, Prestwich**, are the 'data controller' for the purposes of data protection law.

Our data protection officer is:

Adrian Stygall, Schools' Liaison Director, Safeguarding Monitor

adrian@safeguardingmonitor.co.uk

0330 400 4142

2 Wellington Place, Leeds, LS1 4AP

Usually the school will coordinate data protection practice through

Mrs Sarah Jones (Headteacher)

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
- 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 / Videos
- CCTV images captured in school
- Samples of pupils' work

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
- Carry out research
- Comply with the law regarding data sharing

Our legal 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 consent, and explain how consent can be withdrawn.

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

Collecting this information

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. The Information and Records Management Society's toolkit for schools sets out how long we keep information about pupils.

The school will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure. We will work hard to:

- Prevent any data being lost
- Prevent any data being stolen
- Prevent any data from being deleted inappropriately
- Prevent data being seen by people who have no right to see it
- Prevent data being altered inappropriately

Our laptop computers and other portable devices are protected with passwords and encryption. Any desktop computers that have sensitive information on are also protected with passwords and encryption. Our server is kept secure, the hard disks do not leave the school. The members of staff do not share passwords or leave equipment or paper records in vulnerable places. The school has a robust policy on the use of mobile phones and cameras.

The school receives confirmation from other parties who have access to pupil data (for example a company may help the school to analyse pupil attainment) that they comply with the General Data Protection Regulation.

To help keep children safe it is important that the adults looking after children know if there are any health issues that they have. Although we will share this information, we will only share it with people who need to know it to keep your children safe and healthy.

The school has asked Mrs Jones (Headteacher) to look after pupils' information. We have also appointed a *Data Protection Officer* who advises and visits the school. He is Mr Stygall who works for a company called Safeguarding Monitor. He has been a head teacher.

The Governing Body has a governor who also looks after pupils' information. Their name is Mr Danny Downs.

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 – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet statutory obligations
- The pupil's family and representatives – keeping parents / guardians informed about their child
- Educators and examining bodies – to enter pupils in for their SATs and to obtain examination results
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable financial management to be undertaken
- Central and local government- to enable statistical analysis to be undertaken at local and national level
- Our auditors – to determine and review the adequacy and accuracy of school financial systems
- Survey and research organisations
- Health authorities – to provide access to local and national health programmes
- Security organisations
- Health and social welfare organisations- to protect the welfare of the child
- Professional advisers and consultants- to ensure that appropriate support is accessed for pupils
- Charities and voluntary organisations
- Police forces, courts, tribunals – to comply with safeguarding and legal obligations

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 and Early Years 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 on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

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.

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.

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 Mrs Jones (Headteacher).

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 to send 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/>
- Call 0303 123 1113
- Or 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 school lead**:

- Mrs Sarah Jones (Headteacher)

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

The school will ask every family to play their part in protecting other people's personal information (or data) which is why we ask all the children in Key Stage 2 to sign an Acceptable Use Policy. The children and their families have the right to have their data kept confidential and we ask you to share the duty to maintain other people's confidentiality.

The school might have to change this notice if there are changes to the law or if the school decides policy changes are needed.

2. Privacy notice for pupils

Introduction

Everybody has a right to have their personal information kept confidential, this includes the children who attend St Mary's CE Primary School and their families. The school is committed to protecting pupils' and families' privacy. These rights are also part of the law, the General Data Protection Regulation.

Why do we keep data?

The School uses data (personal information) for the following main reasons:

- To record who is on the school roll (our admissions)
- To record school attendance
- To assess how well pupils are attaining and to predict how they might attain in the future
- To help keep children safe and healthy (protecting pupils' welfare).
- To make sure that we give equal treatment to all children
- To arrange activities beyond the school day (after school clubs, for example)

The school receives this data, works with it, stores it and shares it with others on the legal basis of *Public Task*. This means that these activities are tasks that the school has to carry out.

The school will ask for families for *consent* to our using other data, such your photograph.

Keeping your information private

The school will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure. We will work hard to:

- Prevent any data being lost
- Prevent any data being stolen
- Prevent data from being deleted inappropriately
- Prevent data being seen by people who have no right to see it
- Prevent data being altered inappropriately

To help keep children safe it is important that the adults looking after you know if there are any health issues that you might have. Although we will share this information, we will only share it with people who need to know it to keep you safe and healthy.

The school has asked Mrs Jones (Headteacher) to look after pupils' information. We have also appointed a *Data Protection Officer* who advises and visits the school. He is Mr Stygall who works for a company called Safeguarding Monitor. He has been a head teacher.

The Governing Body has a governor who also looks after pupils' information. Their name is Mr Danny Downs.

Pupils' Data

The sort of data that is personal and which should be kept private includes:

- Your full name and address and your family details
- Anything to do with your health and your welfare
- Anything to do with your religion (if you follow a religion) and your ethnicity
- How you are getting on in school

The school will expect every pupil to play their part in protecting other people's personal information (or data) which is why we ask all the children in Key Stage 2 to sign an Acceptable Use Policy. You have the *right* to have your data kept confidential and you have the *duty* to maintain other people's confidentiality.

The school might have to change this notice if there are changes to the law or if the school decides policy changes are needed.

3. Privacy notice for staff

General Data Protection Regulation GDPR

Introduction

Staff employed by St Mary's CE Primary School and contractors engaged by the school have many legal rights regarding how their personal data is obtained, stored, processed and transmitted (i.e. 'processed') both during your period of employment and after. The school has to obtain certain information before a contract of employment may be offered. This privacy notice details how the school will comply with the law and gives you an understanding of why and how the school uses the information about you.

This privacy notice does not form part of your contract of employment. The notice may be updated at any time. All people working with or for the school must comply with this policy when processing data.

The Governing Body and Leadership of St Mary's CE Primary School acknowledge the absolute necessity for correct and lawful treatment of data and are committed to ensuring security for your data.

Roles and Responsibilities

The school is a **Data Controller** as we are responsible for decisions about how and why we use your personal information.

At times the school acts as a **Data Processor** when we are required to obtain, process and transfer data on the behalf of external organisations.

The school has appointed a **Data Protection Officer**

Adrian Stygall, Schools' Liaison Director, Safeguarding Monitor

adrian@safeguardingmonitor.co.uk

0330 400 4142

2 Wellington Place, Leeds, LS1 4AP

Usually the school will coordinate data protection practice through

Mrs Sarah Jones (Headteacher)

Mr Stygall may be contracted directly should any employee or contractor feel that their concerns about data protection are not being addressed within the school. Among the DPO's duties are:

- Advice on the secure storage and transmission of data (both physical and digital)
- Updates for the school on the GDPR
- The completion of a data audit
- Support for a data processing record system
- The provision of template GDPR documentation (please note that this cannot be shared beyond the school without the permission of Safeguarding Monitor)
- Reporting to the school's leadership and governing body on levels of security and compliance
- Support with securing certification that they are also complying fully with GDPR duties from third parties who might hold personal data through the school
- The DPO will communicate with the Information Commissioner's Office should there be a confirmed or suspected data breach
- The DPO will communicate with any person whose data might have been improperly accessed, deleted, lost or stolen

The governor who oversees data security for the governing body is

Mr Danny Downs

Email via School office: stmarysprestwich@bury.gov.uk

The principles under which the school will process data

- Data will be kept securely - all employees and contractors share this duty
- Personal information will all be stored no longer than is necessary to exercise the school's duties and statutory requirements
- All employees and contractors will be informed clearly about the purposes for processing data
- Data processing will be limited to the purposes that are explained to employees and contractors
- The school will keep data relevant, current and up-to-date
- The school will only use personal information in a legal and transparent manner

The categories of information and the bases for which that information is processed

In broad terms the school will collect, store, process and transmit data to meet its duties under

- Employment law
- Safer recruitment
- Staff welfare
- Payroll and pension procedures
- Performance Management
- To meet the school's responsibilities under the Equalities Act

Specifically the school will process the following information

Data processed on the legal basis of public task for safe recruitment, promotion and pupil safeguarding

Your application with references, proof of qualification, proof of identity, right to work in the UK, DBS certification, any disability, notes on your recruitment process, images captured within the school site by CCTV equipment, your use of IT equipment to ensure compliance with our Acceptable Use Policy and other IT policies

Data processed on the legal basis of public task for employment, payroll and pension procedures and the prevention of fraud

Your data of birth, bank details, payroll details, address, pension choices, national insurance number, a photograph of you, tax status, car details (if you intend to park in the school site), leave entitlement, sick leave monitoring and any disciplinary or capability notes should the need arise

Data processed on the legal basis of public task for staff welfare

Contact details for your next of kin, any medical needs, disability, allergies and any other health needs that you choose to share

Data processed on the legal basis of public task to fulfil the school's duty of accountability

Your performance management, the attainment and achievement of pupils you teach or for whom you share a responsibility, your continuous professional development

Data processed on the legal basis of consent for equality monitoring

You may choose to disclose information regarding your ethnicity, age, religion, gender, sexual orientation and medical needs so that the school can monitor its equality of employment

Data processed on the legal basis of consent to support the school team's social life

With your consent the school use your data to share information about social events organised for the staff

Data processed on the legal basis of consent to support the school's professional relationships

Your trade union membership

This cannot be an exhaustive list, but any further information will be collected and used legally and on either the basis of public task or consent. Much of the information is collected during recruitment and induction. We have to collect some information from former employees and other agencies such as the **Data Barring Service**. Further information will be collected throughout your period of working for the school. Some information will be processed for external agencies, including future employers on the basis of public task. The principal use of your information will be for the school to perform the contract that applies to our working relationship.

If information required on the basis of the school's public task is withheld then the school might not be able to perform the contract that applies to our working relationship.

You will be notified if we need to use your information in ways other than those so far stated and you will be informed about which legal basis has been selected.

The school regards certain information as particularly sensitive - such as information on physical and mental health, religion, ethnicity and sexuality. Such information will be gathered to support the school's equal opportunities obligations, but will only be gathered given your specific written consent. Such information may also be used to ascertain your fitness to work and to ensure your health and safety and/or to make reasonable adjustments to your working environment and work pattern.

The school does not use your information for automated decision making.

We share some information with third parties most commonly for HR tasks and as required by the law
Payroll and pension, benefits provision and administration

All third parties are required to maintain data security as the law requires. We require certification from third parties that your information is secure.

After your period of employment with the school we will only keep that information which we are required to do so to fulfil financial, legal and safeguarding duties.

Your duty to inform the school of changes

The school must have up-to-date information which is accurate. Please keep the school informed of any changes to your information while you are employed by the school

Your rights to 'see' your data

Under law, under most circumstances, you have the right to request access to your personal information (usually this is known as a 'data subject request'). Under this right you may request a copy of the information we hold on you and to check that processing is lawful.

You may request correction or completion of any of the data.

You may request that your personal information is erased or restricted if there is information for which there is no good purpose for the school to continue to hold

Please contact **Mrs. Sarah Jones (Headteacher)** in writing should you wish to review, correct or erase personal information, or you may contact the DPO directly. The school has 15 days to meet your request.

Please note that the school has a primary duty of care to the children and may withhold access if it can be demonstrated that this is necessary in the vital interests of a child. You will be informed if this is the case in writing.

There is no fee required for your access to data or for any amendments.

You have the right to withdraw the consent that you have previously granted the school to process certain data. If this is the case then please contact **Mrs. Sarah Jones (Headteacher)** in writing.

School compliance

St Mary's CE Primary School has appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about your data security or this privacy notice, then please contact the DPO initially.

You have the right to make a complaint to the Information Commissioner's Office (ICO) which is the UK supervisory authority for data protection.

- 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

St Mary's CE Primary School may update this privacy notice at any time. A copy of the new notice will be given to you. We may inform you in other ways of any changes that we make to the processing of your data.