

St Mary's and St Patrick's Catholic Primary School

Privacy Notice



Mission Statement

“We are a Catholic Family Learning Together”

“Teulu Catholig ydym ni yn dysgu gyda gilydd”

Each person in our school is unique and our intention is that they will all develop spiritually, morally, socially and academically to their full potential – with Jesus as their guide, the Holy Spirit as their inspiration and God as their loving Father.

‘Success Starts at School’

Policy Adopted	October 2020
Headteacher	<i>Mrs. Jackie Phillips</i>
Chair of Governors	<i>P. Donoghue</i>

St Mary's and St Patrick's Catholic Primary School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection regulations (GDPR). We collect and use pupil information under the Education Act 1996. The EU general data protection regulation 2016/679 (GDPR) will take effect in 25th May 2018 including Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data'.

The categories of pupil information that we collect, hold and share

We may collect, store and use the following categories of personal information about you:

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
 - Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
 - Attendance details (such as sessions attended, number of absences and reasons for absence);
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including [biometric data, ethnicity, relevant medical information, special educational needs information]);
- Images of pupils engaging in school activities, and images captured by the School's CCTV system;
- Information about the use of our IT, communications and other systems and monitoring information.

The collection this information

St Mary's and St Patrick's Catholic Primary School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about pupils and parents. The school collects information about pupils and their parents or legal guardians when they enrol at the school. The school also collects information at other key times during the school year. Information is also received from other schools when pupils transfer.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

How we use this personal information

We hold pupil data and use it for: -

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
 - To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- Security purposes, including CCTV; where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.
- To provide support to pupils after they leave the school.

The Lawful Basis on which we use this information

We will only use your information when the law allows us to.

Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;

- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations) – for example for PLASC (Pupil Level Annual School's Census).
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Storing pupil data

The school retain information about pupils on computer systems and sometimes on paper. Except as required by law, the school only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy. Full details on how long we keep personal data for is set out in our data retention policy.

Sharing data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so. We share pupil information with: -

- Welsh Government;
- Estyn;
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security);
- Providers of learning software such as Sumdog, HWB, Seesaw
- The Local Authority.

Information will be provided to those agencies securely or anonymised where possible. The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with

the law. We do not share information about our pupils with anyone without consent unless otherwise required by law.

Welsh Government (WG) and Local Authority (LA)

The Welsh Government receives information on pupils normally as part of what is called the Pupil Level Annual Schools Census (PLASC). The Welsh Government uses this personal information for research (carried out in such a way that ensures individual pupils cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at: [Wales.gov.uk/statistics](https://www.wales.gov.uk/statistics)^{Opens new window}

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified.

In addition WG and LAs receive information regarding National Curriculum assessment and Public Examination results and attendance data at pupil level.

Organisations who may share personal information

Information held by the school, LA and the Welsh Government on pupils, their parents or legal guardians may also be shared with other organisations when the law allows, for example with:

- other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- bodies doing research for the Welsh Assembly Government, LA and schools, so long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

Pupils have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any 'data controller'. The presumption is that by the age of 12 a child has sufficient maturity to understand

their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request of child's behalf if the child is younger. If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the school or LA website or for those pupils/parents where this is not practical, a hard copy can be obtained from the school. The Welsh Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security. The Welsh Government, LA and school will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

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. Phillips, St Mary's & St Patrick's Catholic Primary School. 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 Phillips (Head teacher) St Mary's & St Patrick's Catholic Primary School, Monica Street, Maesteg CF34 9AY
- the Welsh Government's data protection officer at, The Welsh Government, Cathays Park, Cardiff, CF10 3NQ;
- the Information Commissioner's officer helpline can be contacted on Telephone: 01625 545745;
- information is also available from: <https://ico.org.uk>