

ST JOHN THE BAPTIST CATHOLIC PRIMARY SCHOOL



**General Data Protection Regulation:
Privacy Notice for pupils and their families**
September 2023

Who processes your information?

St John the Baptist Catholic Primary School complies with the General Data Protection Regulation (GDPR) and is registered as a 'Data Controller' with the Information Commissioner's Office (reg. No. Z720465X)

Joanne Levy acts as a representative for the school with regard to its data controller responsibilities; they can be contacted joannelevy@stjohn.brighton-hove.sch.uk or on 01273 607924

The **Data Protection Officer** (DPO) for the school is James England. His role is to oversee and monitor our school's data protection procedures, and to ensure they are compliant with the GDPR. He can be contacted by email on DPO@dataprotection.education

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

Why do we collect and process your information?

We process personal data because it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest in accordance with:

- Article 6 and Article 9 of the GDPR
- Education Act 1996, relating to attendance at school
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013, places a duty on a person with the care of a child to do all that is reasonable in the circumstances for the purposes of safeguarding the child
- Education Act 2002, sections 21 and 175 detail how governing bodies of school must promote the wellbeing of pupils and take a view to the safeguarding of children at the school
- The Equality Act 2010 (England, Scotland and Wales) requires you to make reasonable adjustments to ensure that children and young people with a disability are not put at substantial disadvantage compared with their peers

Why we collect and use this information

Personal data of pupils and their families is collected and used for the following reasons:

- support our pupils' learning
- support our pupils' welfare
- monitor and report on their progress
- provide appropriate pastoral care;
- send important information about the school
- communicate with you about your child
- assess the quality of our services;
- process any complaints;
- protecting vulnerable individuals;
- the prevention and detection of crime
- provide you with access to tools and services (payment and communication services)

Visitor information is collected and used for the following reasons:

- We have a record of who is and has been in the building, for Health and Safety operational purposes

Governor information is collected so that:

- We can communicate with Governors on school business
- There is a public record of governors and their business interests

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, parents' contact details*
- 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 Special Educational Needs and Disabilities
- Behavioural information – e.g. *number of temporary exclusions*
- CCTV footage – i.e. *recorded coverage of school grounds to protect pupils' safety and/or school's property.*
- Photographs, audio and video recordings of pupils for official or educational purposes – e.g. *participation in sports' activity, EYFS and school assessment ,performances, displays around the school..*

Other information we collect and hold

The categories of other information that we collect, hold and share include:

- Visitor information (such as name, business, car registration, DBS certification, purpose of visit)
- Governor' information (such as name, contact information, business interests, financial interests and governance roles in other schools)
- Volunteers' information (such as name, address, contact information, DBS certification)

Almost all of the personal data you provide is required legally, but some is provided on a voluntary basis.(For visitors the information you provide is voluntary. However we may restrict access to the school if the information is not provided). When collecting data, we 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 clear information about why the data is being collected and how it will be stored and used.

For how long is your data stored?

Personal data relating to pupils at **St John the Baptist Catholic Primary School** and their families is only stored for as long as is necessary to complete the task for which it was originally collected or for the duration stipulated in legislation. Our retention schedule can be requested by contacting the school office.

Will my information be shared?

We are legally required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. **St John the Baptist 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 NPD 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 NPD is maintained.

St John the Baptist 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' next school
- The Local Authority
- The NHS
- Parent and friends – pupil name and class only

St John the Baptist Catholic Primary School uses a range of third party providers to help us process the data and allow us to offer additional services. Where the school outsources data to a third party processor, the same data protection standards that **St John the Baptist Catholic Primary School** upholds are imposed on the processor.

- Pupil Learning Platforms: *Google Classroom, Maths Circle Ltd (Times Table Rockstars), WhiteRose Maths Ltd, Libresoft Librarian, Purplemash, Google Classroom*
- Educational Visits planning tool: *EVOLVE*
- Child Protection & Behaviour Records: *CPOMS*
- Educational Visits: *Residential Centres*
- Information Management: *SIMS, Schoolping, Study Bugs, Insight*
- *Parentpay*

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The information processed by these parties includes the following:

	SIMS	Pupils' next school	Study Bugs	LA	NHS	Insight	ParentPay/ NCR tills	School PING	Google Classroom, Maths Circle/ WhiteRose Maths/ Libresoft Librarian, Purplemash, 2 Simple Software, Insight	CPOMS	EVOLVE	Residential	Cool milk	Independent attendance advisor
Unique Pupil Number (UPN)	√	√	√	√		√			√	√	√			
Pupil name	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Pupil gender	√	√	√	√	√	√				√	√	√		
Pupil date of birth	√	√	√	√	√					√			√	√
Pupil year group/class taught in	√	√	√	√	√	√	√	√	√	√	√		√	
Pupil address	√	√	√		√					√			√	√
Parents' mobile number	√	√	√		√					√			√	
Parents' email address	√	√	√		√			√		√			√	
Parents' national insurance number	√			√										
Parents' date of birth	√			√		√								
Ethnicity, nationality, country of birth, language(s) spoken	√	√	√	√						√				
Medical and or pastoral needs	√	√	√	√	√		√			√		√		
Dietary requirements	√		√	√								√		
Pupil's photograph	√	√	√											
Attendance information	√	√	√	√						√				√
Number and reasons for fixed term, permanent and lunchtime exclusions	√	√		√						√				
Behaviour logs		√								√				
SEN and/or disabilities, including any Statements or Education and Health Care Plans in place	√	√	√	√	√	√				√				
Entitlement to additional funding	√	√	√	√		√				√				
Entitlement to Child-care hours														
Status as 'looked-after' by a local authority or a pupil's 'post looked-after arrangements'	√	√	√	√		√				√				
Statutory teacher assessment data	√	√		√		√								
Results of End of Key Stage 2 assessment tests	√	√		√		√								

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 John the Baptist Catholic Primary School** uses your personal data.
- Request access to the personal data that **St John the Baptist 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 at any time.

If you have a concern about the way **St John the Baptist 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.

Links :

<https://www.brighton-hove.gov.uk/content/about-website/service-privacy-notice/education-and-skills-service-privacy-notice>

<https://www.brighton-hove.gov.uk/content/about-website/privacy-and-cookies>

<https://www.england.nhs.uk/contact-us/privacy-notice/>