

## **Privacy Notice (How we use pupil information)**

Holy Cross Catholic Primary School is the Data Controller for personal information with respect to responsibility under the General Data Protection Regulations.

### **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as national curriculum assessment results)
- Pupil and Curricular Records
- Relevant medical information
- Information relating to special educational needs
- Behavioural information and exclusions
- Safeguarding information
- Details of any support received including care packages, plans and support providers
- Photographs
- Videos

### **Why we collect and use this information**

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect pupil welfare and to keep them safe
- to assess the quality of our services
- to comply with the law regarding data sharing
- to ensure the effective running of the school

### **The lawful basis on which we use this information**

Holy Cross Catholic Primary School collects and holds personal data relating to pupils and their families in order to comply with our legal obligation to provide an education service. We may also receive personal information from pupils previous schools, the LA and/or the DfE for this purpose.

## Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if your consent is needed. Where consent is required, we will provide you with specific information with regards to the reasons the data is being collected and how the data will be used.

## Storing pupil data

Personal data relating to pupils at Holy Cross Catholic Primary School and their families is stored in line with our Data Protection Policy.

In accordance with the Data Protection Policy, 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.

## Who we share pupil information with

We do not share personal data without consent unless the law and our policies allow us to do so.

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our local education authority
- the Department for Education (DfE)
- School Nurse, NHS, CAMHS, Pediatricians
- NHS health care and Childrens Services including LSCP, speech therapy, physiotherapy, occupational therapy, educational psychologist (once consent was gained)
- third party organisations with whom we hold contracts to enable us to fulfil our lawful purpose such as School Gateway, First Aid app

## Why we share pupil information

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are 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 and also Keeping Children Safe in Education 2016 and Working Together to Safeguard Children 2015. We may also share information with third party organisations in order to fulfil our obligations as an education provider.

## Data collection requirements:

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>.

The National Pupil Database (NPD) is owned and managed by the Department for Education and contains information about pupils in schools in England. We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' 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 well-being 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 personal data is maintained.

For more information about the DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact DfE: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

Under the General Date Protection Regulations, parents and pupils have certain rights with respect to their personal data.

You have the right to:

- apply to request access to information that we hold about you
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent it being used to send direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data corrected deleted or destroyed or, restrict its processing.
- data portability
- claim compensation for damages caused by a breach of the data protection regulations.

For further details on your rights or to apply to access your personal information, or be given access to your child's educational record, contact the School Business Manager, Mrs Kerrie Margetts.

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. Please contact the Hedateacher in this respect. You also have the right to raise concerns with the school's Data Protection Officer; the Head of Legal Services and Monitoring Officer at the Isle of Wight Council, [dpo@IOW.gov.uk](mailto:dpo@IOW.gov.uk). Ultimately, you also have the right to 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 Kerrie Margetts, School Business Manager

01983 292885

[admin@holycrossrcpri.iow.sch.uk](mailto:admin@holycrossrcpri.iow.sch.uk)