

## **St James' C of E Primary School**

### **GDPR Privacy Notice – Pupils**

#### **What is the purpose of this document?**

St James' C of E Primary School is committed to protecting the privacy and security of pupils' personal information.

This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (UK GDPR).

#### **It applies to pupils at the school**

St James' C of E Primary School is a "controller". This means that we are responsible for deciding how we hold and use personal information about pupils. We are required under data protection legislation to notify pupils of the information contained in this privacy notice.

#### **Data protection principles**

We will comply with data protection law. This says that the personal information we hold about pupils must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told pupils about and limited only to those purposes.
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have explained
- Kept securely

#### **The categories of information we hold about pupils**

We will collect, store, and use the following categories of personal information about pupils:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous

- schools attended)
- assessment and attainment (such as key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

This is not an exhaustive list.

### **How is pupils' personal information collected?**

We collect pupil information via admissions and application registration forms at the start of the school year and Data Collection forms during the academic year and Common Transfer File (CTF) or secure file transfer from previous school

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information provided to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

During their time in school, we collect, update and maintain the personal information about pupils through various interactions, and communications with teachers (such as classroom progress and attainment, co-curricular records, pastoral reports, any health or medical plans to assist with going on school trips).

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

The personal data collected is essential for the school to fulfil its official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education

We collect and use pupil information under the General Data Protection Regulations (GDPR) and UK law, including:

- Article 6 and Article 9 of the GDPR - processing is necessary for the performance of a task carried out in the public interest.
- Education Act 1996.

### **Storing pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the headteacher.

## **Who we share pupil information with**

We routinely share pupil information with:

- other schools that pupils have attended/will attend
- local authorities
- the Department for Education (DfE)
- the NHS
- Ofsted
- the Police and Social Services where there are safeguarding concerns

## **Images and Recordings**

Individual photographs of pupils are used on our Management Information System for the purposes of identification and security. Parents may opt in or out of their child's image being used on displays, in newsletters, on the school's website and social media sites.

Teacher may use photographs or videos of pupils to help with their lessons, assessment and transition with other members of the teaching staff at St James'.

## **Why we regularly share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

## **Requesting access to your personal data**

Under GDPR, 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 the Headteacher.

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>