



## St Richard's R.C Primary School

### Privacy Notice – Pupils and Parents

**Last updated: 19<sup>th</sup> May 2021**

**Version: 2**

**Document owner: Head Teacher**

#### **Who processes your information?**

St Richard's R.C Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, we may share your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that St Richard's R.C Primary School upholds are imposed on the processor.

Sharon Pipe or RADCaT Ltd is the data protection officer, supported by Alison Marshall (School Business Manager) from St Richard's R.C Primary School. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 0161 224 5552 or [admin@st-richards.manchester.sch.uk](mailto:admin@st-richards.manchester.sch.uk)

#### **Why do we collect and use your information?**

St Richard's R.C Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to process the data Lawfully and as set out in the GDPR and UK law, including those in relation to the following:

Also, when a pupil transitions from primary school to secondary school, we have a legal obligation to transfer certain personal data, including the pupil's educational record and certain special categories of personal data (such as ethnic origin), to the secondary school that the pupil will attend. This transfer takes place no later than 15 school days after the pupil ceases to be registered at the primary school and is carried out using secure file transfer services including the Department for Education's school-to-school (S2S) system, and the Child Protection Online Monitoring and Safeguarding system (CPOMS).

However, it is often necessary or beneficial for secondary schools to receive this information earlier, usually in March, so that they can make the necessary preparations for the arrival of new pupils.

In respect of any information which the secondary school requires, at this early stage, in order to fulfil its duties as a school and a public authority (including any information necessary to make any preparations for safeguarding purposes or to make reasonable adjustments for disabilities), our legal basis for transferring this information is that it is necessary for the performance of a public task.

Additional personal data about the pupil may also be transferred to the secondary school, at this early stage, which is not strictly necessary for the secondary school's performance of its duties as a public authority, but which makes the process of transitioning from primary to secondary school more efficient

and reduces the administrative burden both for the schools and, in some case, the parents or guardians of the pupil. In this respect, our legal basis for transferring this information is that it is necessary for the legitimate interest of both us and the secondary school in ensuring the smooth transition of pupils between the schools.

You have the right to object to this early transfer of information by contacting us and, if you do, we will only carry out this transfer where we can demonstrate that we have compelling, legitimate grounds to do so.

For non-special/non-sensitive data:

- in relation to a contract for education with you and contained in the Education Act 1996.
- In relation to management of the school under the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002, No 1171.
- In relation to School Admissions Code, Statutory guidance for admission authorities, governing bodies, local authorities, school's adjudicators and admission appeals panels December 2014
- In relation to Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

For special /sensitive data:

- In relation to the protection of children under the "Keeping children safe in education Statutory guidance for schools and colleges September 2019"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children July 2018 (updated on 21 Feb 2020).
- In relation to the safeguarding of children under the Safeguarding Act 2006

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils
- To advise of any curriculum related activities we undertake or encourage you to attend, this may involve sending a newsletter or brief via email.

### **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
- 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 SEND
- Behavioural information – e.g. number of temporary exclusions.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school 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 specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to pupils at St Richard's R.C Primary School and their families is stored in line with the school's Records Management Policy.

In accordance with the GDPR, the school does not store personal data indefinitely (However, there may be exceptions to this, where we have obligations under our insurance cover scheme to retain data for indefinite or protracted periods); all other data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. St Richard's R.C 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 NDP 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 NDP is maintained.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

St Richard's R.C 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' destinations upon leaving the school
- The LA
- The NHS i.e. School Nurse (for Test, Track and Trace)
- The DfE - <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **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 Richard's R.C Primary School uses your personal data.
- Request access to the personal data that St Richard's R.C 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.
- Request my information in a machine-readable format i.e. Excel, word or a CSV file.

Where the processing of your data is based on your consent, you may be able to withdraw such consent in limited circumstances.

If you have a concern about the way St Richard's R.C 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 or via this link <https://ico.org.uk/concerns> .

**Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (<https://st-richards.manchester.sch.uk/>) or download our Data Protection Policy.

**When will this Notice be updated?**

**This notice was last updated on 18<sup>th</sup> May 2021**

We reserve the right to vary and amend this privacy notice to comply with the changes to legislation. A up to date copy of this notice will be available on the school website.

[Note: Only to be used where the Privacy Notice is issued manually to parents.]

**Declaration**

**Child's Name:** \_\_\_\_\_

**Tutor Group:** \_\_\_\_\_

I, \_\_\_\_\_, declare that I understand:  
(Please print name)

- St Richard's R.C Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- St Richard's R.C Primary School may share my data with the DfE, and subsequently the LA.
- St Richard's R.C Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- St Richard's R.C Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's Records Management Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Parent / Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_