

HOLY FAMILY CATHOLIC PRIMARY SCHOOL



Privacy Notice for Parents and Guardians

This policy was adopted by the Full Governors	Date: November 2021 Review date: November 2024
By name:	Helen Rooney Jim Wilson
Position:	Head Teacher Chair of Governors
Signature on behalf	Holy Family Catholic Primary Cronton

PRIVACY NOTICE FOR PARENTS AND GUARDIANS

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Holy Family Catholic Primary School, Cronton are the 'data controller' for the purposes of data protection law.

Our data protection officers (DPO) are Mrs Glanvill, School Business Manager, and Mrs Evans, Deputy Headteacher and Special Needs Co-ordinator (see 'Contact us' below).

Who Will Own My Data Once I Submit It?

Holy Family Catholic Primary School Cronton

Why Do You Need My Information?

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

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

- Personal information (such as name, DOB, 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
- Exclusions/behavioural information
- Relevant medical information
- Special educational needs information
- Safeguarding Information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

What Allows You To Use My Information?

We collect and process pupil information as part of our public functions under both the Data Protection Act and Article 6, Part (e) of the General Data Protection Regulation.

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Pupil Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)

Who Will My Information Be Shared With?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns
- the Department for Education (DfE) – to meet our legal obligations to share certain information with it, such as attendance data
- Family or representatives – to ensure well-being and for instance in the case of a medical emergency
- Educators and examining bodies – to meet our legal obligations to share certain information with them, such as assessment data
- School Health - to meet our legal obligations to share certain information with them, such as safeguarding information
- Our regulator, Ofsted – to meet our legal obligations to share certain information with it, such as how we lead and manage our school
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as curriculum support programs
- Financial organisations e.g. ParentPay – to enable them to provide the service we have contracted them for
- Our auditors – to enable them to provide the service we have contracted them for, such as financial audits and health and safety audits
- Security organisations – to enable them to provide the service we have contracted them for, such as CCTV
- Health and social welfare organisations – to meet our legal obligations to share certain information with them, such as safeguarding information
- Police forces, courts – to meet our legal obligations to share certain information with them, such as safeguarding information

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 the [Department for Education's website](#).

We are required by law, to provide information about our pupils to the Department for Education as part of statutory data collections, such as the school census and early years' census. Some of this information is then stored in the National Pupil Database.

Visit the [National Pupil Database \(NPD\) website](#) for further information on the National Pupil Database.

The Department for Education may share information about our pupils from the National Pupil Database 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

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data in compliance with the General Data Protection Regulation.

For more information about the department's data sharing process, please visit the [Department of Education's website](#).

Do I Have To Provide This Information And What Will Happen If I Don't?

The majority of pupil information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, Part (e) of the General Data Protection Regulation, when we collect data outside of this, we will rely on your consent to collect and store your personal data.

How Long Will You Keep This Data For And Why?

We hold pupil data until the child transfers to Secondary School. All data held on the pupil will then be handed over to their respective Secondary Schools. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils. Our schedule is available by request from the DPO.

How Will My Information Be Stored?

All your child's information will be stored both electronically on the school's main SIMS system. Paper copies will be stored in a locked filing cabinet within a locked room.

Will This Information Be Used To Take Automated Decisions About Me?

No

Will My Data Be Transferred Abroad and Why?

No

What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a '**subject access request**' to gain access to your personal information, or be given access to your child's educational record, please contact in writing to Mrs Glanvill or Mrs Evans – Data Protection Officers.

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.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for

- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

- If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:
- Email: cathy.glanvill@knowsley.gov.uk or marie.evans@knowsley.gov.uk
- By post: Data Protection Officer, Holy Family Catholic Primary School, Hall Lane, Cronton, Cheshire WA8 5DW.

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.