

Privacy Notice (How we use Pupils Information)

You have a legal right to be informed about how our school uses any personal information that we hold about you. This privacy notice explains how we collect, store and use personal data about you.

We, St. Thomas' C.E. Primary School, are the 'data controller' for the purposes of data protection law.

The personal data we hold

We hold some personal information about our pupils within school. We receive information from other places too – like other schools, the local council and the government.

This information includes:

- Contact details
- Test results
- Attendance records
- Characteristics, like ethnic background or any special educational needs
- Exclusion Information
- Any medical conditions, including physical and mental health
- Safeguarding Information
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

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

Why we use this data

We use this data to help run the school, including to:

- Support pupil learning
- Monitor and support pupil progress
- Provide pastoral care
- Protect Pupil Welfare
- Track how well the school as a whole is performing
- Comply with Statutory returns
- Comply with the law regarding data sharing

Our legal basis for using this data

We will only collect and use pupil information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law (Legal Obligation)
- We need to use it to carry out a task in the public interest

Sometimes, we may also use your personal information where:

- Permission is given to use it in a certain way
- We need to protect the vital interests (or someone else's interest)

Where we have permission to use pupil data via consent you can withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases parents and pupils must provide the personal information we need to collect, there are some occasions when you can choose whether to provide the data.

We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

How we store this data.

Personal data is stored in line with our records management policy

We have a records management policy, which sets out how long we must keep information about pupils. We may also keep it when the pupil no longer attends the school, where law requires to us.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator e.g Ofsted
- Suppliers and service providers

- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

Your rights

How to access personal information we hold about you

Under the data protection legislation, parents and pupil have the right to request access to information about them that we hold by making a '**subject access request**'.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

To make a request for your personal information, or be given access to your child's educational record, contact the data protection lead Jackie Whittles, Administrator on 01706 847093.

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

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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take any complaints about our collection and use of personal information very seriously. If you have any concerns about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting Gemma Dean the data lead or alternatively you can make a complaint at any time by contacting our data protection officer at Rochdale Borough Council at DPOSchools@Rochdale.Gov.uk

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** or the data lead at the school,

- Rochdale Borough Council, **DPOSchools@Rochdale.Gov.uk**
- Jackie Whittles, School Administrator, jwhittles@stthomasnewhey.co.uk