



St Patrick's Primary School

Privacy Notice

Who we are and what we do? We are St. Patrick's RVCA Primary School, North Road, Flint Hill, Dipton DH9 9BB. We are a primary school for children ages 4 – 11 years old. We operate within local Durham Local Authority.

Privacy Notice (How we use pupil information) This privacy notice explains how we collect, store and use personal data about pupils. We, St. Patrick's are the data controller for the purposes of data protection law. Our data protection officer is Mrs L Gardner.

Why do we collect and use pupil information? We collect and use pupil information under the Education Act 1996. The EU general data protection regulation (GDPR) will take effect on May 25 2018 including Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data'

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We use the pupil data:

- to support, monitor and report on pupil learning and progress
- to provide appropriate pastoral care
- to protect pupil welfare
- to assess the quality of our services (including monitoring staff performance)
- administer admissions waiting lists
- to comply with the law regarding data sharing

The categories of pupil information that we collect, hold and share (where appropriate) includes, but is not restricted to:

- Contact details, contact preferences, name, date of birth, unique pupil number, address, National Insurance Number
- Any relevant medical information

- Special educational needs
- Exclusions and behavioural information
- Assessment information
- 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)
- Details of any professional support received
- Photographs/videos

At no time will your information be passed to organisations external to us, or our partners for marketing or for any other commercial use without your prior express consent.

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 you have a choice in this.

How we store this data

The security of data is important to us. We therefore follow a range of security policies and procedures which have been shared by all key staff to control and safeguard the individual. This includes the use of both physical and technical security mechanisms to secure the integrity of all data held on site.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- School nurse / other medical professionals

Why we 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.

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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

A parent / guardian can request that **only** their child's name, address and date of birth is passed to their local authority by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

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 law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

The department may share information about our pupils from the NPD 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 Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

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.

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

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following

website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data - Subject Access Request (SAR)

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. This should be made in writing to: The Data Protection Officer, St. Patrick's Primary School, North Road, Dipton, Stanley Co. Durham DH9 9BB.

The school will respond within the statutory 30 day timescale

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.

Once a SAR has been made, we will:

- Respond within 5 working days to acknowledge receipt of the request
- Give you a copy of the information in a redacted form where necessary in a digital format within 30 days

If we are unable to provide information to you, we will give you a description we hold and the reason why it cannot be disclosed.

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 (by a computer or machine rather than a person)
- 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 think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online: <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:

If you would like to discuss anything in this privacy notice, please contact: Mrs L Gardner:

diptonstricks@durhamlearning.net