Privacy notice for pupils

You have a legal right to be informed about how our School uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your Personal Data.

This privacy notice explains how St, Mary's Catholic Primary School ('the School, 'we', 'us' or 'our') collect, store and use Personal Data about you.

We are the 'data controller' for the purposes of data protection law.

Our details

We are: St Mary's Catholic Primary School

Address: Mongleath Road, Falmouth, Cornwall TR11 4PW

Information Commissioner's Office Registration Number: ZA022556151412019

Our Data Protection Officer is: Matthew Barnes

And their contact details are:

Plymouth CAST
St Boniface House
Ashburton
Newton Abbot
TQ13 7JL

The Personal Data we hold

We hold some personal information about you to make sure we can help you learn and look after you at School.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes (but is not limited to):

- Your name and contact details
- Date of birth
- Information in connection with your education (including but not limited to unique pupil numbers, your test results and other records)
- Your attendance records
- Your characteristics, like your ethnic background, religion, first-language or any special educational needs
- Details of any behaviour issues or exclusions
- To keep you safe (food allergies, medical conditions or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collection

- To provide appropriate pastoral care
- Photographs
- CCTV images
- To assess the quality of our services

Why we use this data

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

- Get in touch with you and your parents when we need to
- Support your learning and help you achieve your potential
- Check how you're doing in exams/ tests and work out whether you or your teachers need any extra help
- Track how well the School as a whole is performing
- Look after your wellbeing
- Promote health and safety
- Ensure proper management of school trips and afterschool clubs and activities
- To complete Local Authority and Central Government legal reporting requirements

Our legal basis for using this data

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

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education and to offer extra-curricular activities)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

In addition, Personal Data will be collected and/or processed for the purposes of relevant contracts for the provision of services which are paid for. This may include but is not limited to:

- the provision of music tuition;
- school trips;
- sports clubs;
- entering students for examinations.

We do not process any special categories of Personal Data except where necessary for reasons of substantial public interest in complying with legal obligations including under the Equality Act 2010 or where necessary to protect the vital interests of the Data Subject or of another natural person and where safeguards are in place to ensure that this Personal Data is kept secure.

For the avoidance of doubt where special categories of Personal Data are collected it shall not be used for the purposes of automated decision making and/or profiling (where decisions are made by computers instead of humans).

Special categories of data means Personal Data revealing:

- racial or ethnic origin;
- political opinions; religious or philosophical beliefs or trade union membership;
- genetic or biometric data that uniquely identifies you;
- data concerning your health, sex life or sexual orientation; or

data relating to criminal convictions or offences or related security measures

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent. If consent is the only legal basis for processing and has been given then this may be revoked in which case the Personal Data will no longer be collected/processed.

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 you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How data will be processed

Personal Data may be processed in a variety of ways; this will include but is not limited to:

- maintaining written records for educational purposes;
- medical or allergy information displays;
- identification;
- sending by e-mail;
- adding to spreadsheets, word documents or similar for the purposes of assessing Personal Data;
- for educational software use (this could be for the purposes of helping children learn, discipline, reports and other educational purposes).

How we store this data

We will keep personal information about you while you are a pupil at our School. We may also keep it after you have left the School, where we are required to by law.

Paper copies of Personal Data are kept securely at the schools; for example, in secure filing cabinets.

Electronic copies of Personal Data are kept securely and information will only be processed where we are satisfied that it is reasonably secure.

All information you provide to us is stored on secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. You must not share your password with anyone.

When giving Personal Data to third parties (for example, software providers) it is possible that this Personal Data could be stored in a location outside of the European Economic Area. We will take all steps reasonably necessary to ensure that your Personal Data is treated securely and in accordance with this privacy policy. In particular, any transfer of your Personal Data made by us to a location outside of the EEA will be governed by clauses in a written contract in order to keep these secure.

How long we keep data

We will only retain Personal Data for as long as is necessary to achieve the purposes for which they were originally collected. As a general rule, your Personal Data will be kept for the entire period that you are a pupil at the School.

Some information (for example, safeguarding or in relation to special educational needs) about pupils will be kept for longer in accordance with guidance from the Information and Records Management Society. Further information on retention periods can be obtained by *contacting us.*

Once the retention period concludes the data is securely and safely destroyed/ deleted.

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 – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions*
- *The Department for Education (a government department)*
- *Your family and representatives*
- *Educators and examining bodies*
- *Our regulator (the organisation or "watchdog" that supervises us), ([specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate]*
- *Central and local government*
- *Our auditors*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*

- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*

We will also share information about with in order to perform contracts with third party suppliers:

- ICT partners [eg. NCi Technologies; SIMS; Parent Pay; Target Tracker; eSchools]
- SEND
- Photographers [eg. H Tempest; Falmouth Packet; West Briton]
- School Improvement

The above listed third party suppliers will process data on our behalf. Therefore, we investigate these third party suppliers to ensure their compliance with relevant data protection laws and specify their obligations in written contracts.

National Pupil Database

We are required by law to provide information about you to the Department for Education (a government department) 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 law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a **'subject access request'**, as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

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

- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer. We will aim to respond to that request within one month. If responding to your request will take longer than a month, or we consider that an exception applies, then we will let you know.

Your other rights over your data

You have other rights over how your Personal Data is used and kept safe, including the right to:

- Be informed about the collection and use of your Personal Data
- Access your Personal Data (please see above)
- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- To receive your Personal Data in a format that can be transferred. We will normally supply Personal Data in the form of e-mails or other mainstream software files.

Claim compensation if the data protection rules are broken and this harms you in some way.

To exercise any of these rights, please contact our data protection officer.

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 write to our Data Protection Officer courtesy of the Head Teacher at:

Mrs J A Scarborough

St Mary's Catholic Primary School

Mongleath Road

Falmouth TR11 4PW

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

- Report a concern online at https://ico.org.uk/concerns/

- Call 0303 123 1113
- *ICO Email:* casework@ico.org.uk
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Changes to this notice

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This privacy policy was last updated on 24th *May 2018*

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** courtesy of the Head Teacher at:

Mrs J A Scarborough

St Mary's Catholic Primary School

Mongleath Road

Falmouth TR11 4PW

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