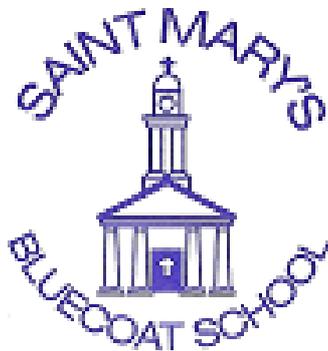


The Trinity Federation

St. Mary's Bluecoat CE Primary School



Privacy Notice

Under General Data Protection Regulation (GDPR) St. Mary's Bluecoat CE Primary School has certain obligations as a data controller of personal information. This document is intended to make clear what information we hold, the purpose for us holding that information and our obligations in relation to it, and also make you aware of your rights as data subjects.

Policy date: May 2018
To be reviewed: May 2020

Privacy notice for parents/carers

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, **St. Mary's Bluecoat CE Primary School**, Lodge Lane, Bridgnorth WV15 5EQ are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mr Stuart Blaze.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal information such as name, date of birth, unique pupil number and address.
- Contact details for pupil's next of kin and other emergency contacts.
- Identification documents such as birth certificate.
- Results of internal assessments and externally set tests
- Pupil progress and attainment records including provision mapping.
- Personal characteristics, such as ethnicity, language, country of birth and free school meal eligibility.
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information such as sessions attended, number of absences and reasons for absence)
- Safeguarding information
- Special Educational Needs/Disabilities 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.

Why we collect and use this information

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care including family support where necessary

- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Support pupil transition to other schools
- Carry out research
- Comply with the law regarding data sharing

Our lawful basis for using this information

We collect and use pupil information under the legal basis of **public interest** as an educational setting/school with the delegated task of educating and safeguarding the children in our care and under a **legal obligation** which necessitates our school making statutory data returns to the Department for Education (DfE) and the our Local Authority [as described in Article 6, GDPR).

Our school is obliged to make statutory pupil census returns and hold attendance information under the following legislation:

Education Act 1996 – Section 434 (1),(3), (4) & (6) and Section 458 (4) & (5)
 Education (Pupil Registration) (England) (Amendment) Regulations 2013
 Department of Education Advice on Attendance (Nov 2016)

The special categories of data have been collected through explicit consent from the data subject in support of the specific purposes for which the data is being used in the education and safeguarding of pupils in our care [Article 9, GDPR].

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

We may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way. Where we process data on the basis of consent being provided to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.
- We need to share information with an external partner who provides a service to the school through a contract.
- We need to protect the individual's vital interests (or someone else's interests)

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. 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. When appropriate we will explain the possible consequences of not complying

How we store this data

St. Mary's Bluecoat CE Primary School has a document retention policy which adheres to the requirements of relevant legislation. This policy has a schedule that states how long files

should be retained and furthermore, when and how they can be destroyed. The document retention guidelines adhere to the fifth principle of GDPR that states personal data shall be; *“kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals”*

For full details of the retention policy, please refer to the school’s website.

Who we share information with

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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – public task to meet our legal obligations to share certain information with it, such as attainment in statutory tests, school admissions, safeguarding concerns and exclusions. In our school we use CMIS as our Management Information System and this provides a secure transfer of information to the LA.
- The Schools within the Trinity Federation – in the vital interest of pupils (eg. Pupil attainment data for collaborative learning opportunities, risk assessments for joint trips)
- Outside agencies supporting a child’s SEND – in the vital interests of the child
- The pupil’s family and representatives – to meet a legal obligation or in the vital interest of a pupil
- Educators and examining bodies – to meet a legal obligation
- Our regulator e.g. Ofsted – to meet a legal obligation
- *Hereford Diocese* - public task to meet our legal obligations to share certain information with it, such as school admissions, safeguarding concerns and exclusions
- Suppliers and service providers – to enable them to provide the service we have contracted them for. This includes Alliance in Partnership (AiP) for school meals administration, ParentMail to facilitate the payment of school meals and for the school’s communication to parents carried out within the ParentMail App. Cool Milk also receive pupil data for the provision of milk in school. MyMaths and Number Gym Software receives pupil data to enable children to access personalised learning opportunities.
- In some rare cases, 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 Worfield Primary School upholds are imposed on the processor.
- Our auditors – to meet a legal obligation

- Charities and voluntary organisations/ survey and research organisations – where we are asked to participate in optional surveys or research programmes which require us to share personal information about children, consent will be sought.
- Health authorities including the School Nurse – necessary to protect the vital interests of the child so that we can ensure a child’s medical needs are properly addressed. Consent will be sought in respect of your child participating in the Healthy Child Programme Growth Measurements and the National Child Measurement Programme.
- Police forces, courts, tribunals – to meet a legal obligation
- Your child’s destination school – in the vital interests of a child.

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 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>

Data collection requirements:

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

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

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 13), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please submit a request to Mr E. Hastings, Chair of Governors for The Trinity Federation via the main school office.

Other rights

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

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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 (DPO)**:

- Mr Stuart Blaze
c/o St. Mary's Bluecoat Primary School Tel: 01746 763455
Email: admin@stmarysbc.co.uk marking emails for the attention of the DPO.

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.

