



# St. Paul's Catholic Primary

## Privacy Notice

### (How we use Pupil Information)

A new data privacy law (GDPR) has been introduced in the UK from 25 May 2018. As a result, we are publishing a new Privacy Notice to make it easier for you to find out how we use and protect your information. We will not be changing the ways we use your personal information, but the new notice will provide you with additional details.

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

- Personal information (such as name, unique pupil number, date of birth and address)
- Characteristics (such as religion, 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,
- Relevant medical information,
- Special educational needs information,
- Exclusions / behavioural information
- Safeguarding information
- Curricular records
- Photographs

### Why we collect and use pupil 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
- to support pupil welfare and wellbeing
- administer admission waiting list

## The lawful basis on which we use this information

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The EU General Data Protection Regulation 2016/679 (GDPR) 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>

## 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.

## Storing pupil data

We hold pupil data for the time specified in the school's data retention policy.

## With whom do we share pupil information?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority – South Gloucestershire Council
- the Department for Education (DfE)
- parents and carers of Pupils
- examining bodies (STA)
- Ofsted
- School nurse, health and social welfare organisations
- School Comms (School communication system/on-line payments) Schoolcomms Continental House, Kings Hill, Bude, Cornwall, EX23 0LU
- SIMS (School Information Management system) **Integra, South Gloucestershire Council,**
- Connecting Care (South Gloucestershire Council project linking health information with social care information)
- Tapestry (Reception EYFS recording and assessment system) The Foundation Stage Forum Ltd., 1, Southdown Avenue, Lewes, East Sussex, BN7 1EL,
- MyMaths (on-line Maths assessment/homework) Freepost RSKE-HHHE-KTJE, Oxford University Press, North Kettering Business Park, Hipwell Road, Kettering, Northants, NN14 1UA
- Learn Pad (Learning platform) Avantis Systems Ltd, 2 & 3 The Glenmore Centre, Waterwells Business Park, Quedgeley, Gloucester, GL2 2AP
- Testbase (on-line assessment/testing) 2<sup>nd</sup> Floor Lynton House, 7-12 Tavistock Square, London, WC1H 9LT.

## Connecting Care

South Gloucestershire council is a partner in Connecting Care, a project that links social care information with health information.

The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Staff who are directly involved in a child's care, will only access their record with a legitimate reason, and if they can, they will ask your permission before they look at it.

The Connecting Care Record will contain information such as:

- Who is involved in a child's care
- Any allergies they have
- Medications
- Recent appointments (but only whether they were attended, this will not include any information about what was discussed at that appointment)
- Diagnoses

The Connecting Care record will not contain information about conversations with the GP or any information on sensitive subjects such as sexual health. Staff who have a responsibility for designing services to improve children's general well-being will also have access to relevant information from the record. The detail that staff can see will be linked to the job they do. If, for their job, they do not need to see specific information, they cannot see it.

If you require further information about Connecting Care, how it works, how information is shared and protected, and how you can opt out (and the implications for doing so) please contact PALS on 0800 073 0907, or visit <https://www.connectingcarebnssg.co.uk>

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

We are required to transfer pupil records to any school that pupils attend after leaving St Paul's Catholic Primary School

We are legally required to share information about pupils (reports, assessments, behaviour, special needs etc.) with their parents and carers

We are legally required to send test papers and assessment information about pupils to the Standards and Testing Agency (STA).

Ofsted – as our regulatory body we are required to share information with Inspectors that relates to the inspection process.

School nurse, health and social welfare organisations – in order to ensure the health and wellbeing and safety of our pupils we may need to share information about pupils with these organisations.

School Comms (School communication system/on-line payments) – we use this system to ensure effective communication within the school community. Data used to enable the system is taken from SIMS (see below).

SIMS (School Information Management system) – this is the secure system used by the Local Authority to collect and hold the information they need about pupils.

Connecting Care (SG project linking health information with social care information) - The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Tapestry, MyMaths, Testbase, are on-line products used for assessment and for teaching and learning purposes.

Learn Pads are computers used by the children in their learning.

## 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>.

## 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

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

The Head Teacher  
St Paul's Catholic Primary School  
Sundridge Park  
Yate  
Bristol  
Tele: 01454 866790  
Email: [admin@stpaulscatholicprimary.co.uk](mailto:admin@stpaulscatholicprimary.co.uk)

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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

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

The Head Teacher  
St Paul's Catholic Primary School  
Sundridge Park  
Yate  
Bristol  
Tele: 01454 866790  
Email: [admin@stpaulscatholicprimary.co.uk](mailto:admin@stpaulscatholicprimary.co.uk)