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 Our Lady and Saint Patrick's RC Nursery and Primary School, as part of the Plymouth CAST MAT, ('the School,' we', 'us' or 'our') collect, store and use Personal Data about **pupils**.

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

Our details

We are: Our Lady and Saint Patrick's Roman Catholic Nursery and Primary School

Address: Fourth Avenue, Teignmouth, Devon, TQ14 9DT

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

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

- Name, contact details, contact preferences, date of birth, identification documents
- Parent/ carer contact details
- Information in connection with education (including but not limited to unique pupil number, results of internal assessments and externally set tests, post 16 learning information and other records)
- Pupil and curricular records
- Characteristics, such as ethnic background, religion, first-language or special educational needs
- Free school meal eligibility
- Exclusion information and details of behavioral issues
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding 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 use this data

We use this data to:

- Get in touch with parents/ carers when necessary
- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Ensure proper management of school trips and afterschool clubs and activities
- Promote and protect health and safety
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' Personal Data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest (in order to provide pupils with an education and to offer extra-curricular activities)

Less commonly, we may also process pupils' Personal Data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

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;
- 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 obtained consent 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. 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 collected/processed.

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.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

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 keep personal information about pupils while they are attending our School. We may also keep it beyond their attendance at our School if this is necessary in order to comply with our legal obligations.

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, Personal Data will be kept for the entire period that a child is a pupil at the School. Other records (for example, safeguarding or in relation to special educational needs) 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

Personal Data will be accessible by members of staff. Where necessary, volunteers, trustees and governors will also have access to Personal Data.

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. We will disclose Personal Data to third parties;

- if we are under a duty to disclose or share your Personal Data in order to comply with any legal obligation; for example:
    - We share pupils' Personal Data with the Department for Education (DfE) in relation to school funding / expenditure and the assessment of educational attainment in order to comply with our legal obligations as set out by acts of Parliament and associated legislation and guidance.
- in order to enforce any agreements with you;
- in order to perform contracts with third party suppliers for the purposes listed above. Our third party suppliers include:
    - Schoolcomms and Parentpay
    - SIMS
    - Target Tracker
    - Go Active
    - Tapestry
- to protect the rights, property, or safety of the Trust, the School, other pupils or others. This includes exchanging information with other organisations for the purposes of child welfare.

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

Other third parties with whom we may share personal information about pupils 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), 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*

National Pupil Database

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

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform 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 is securely collected from a range of sources including schools, local authorities and exam boards.

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

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

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. 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.

As an Academy, parents/carers do not have a legal right to access their child's **educational record**. Requests for this information will be dealt with on a case by case basis. Please put your request in writing to our Data Protection Officer as per the contact details at the end of this notice

Other rights

Under data protection law, individuals have certain rights regarding how their 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)
- Object to the use of Personal Data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate Personal Data corrected, deleted or destroyed, or restrict processing
- 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 for damages caused by a breach of the data protection regulations

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 Sarah Barreto
Our Lady and Saint Patrick's Roman Catholic Nursery and Primary School
Fourth Avenue
Teignmouth
Devon
TQ14 9DT

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 S Barreto,
Head Teacher,
Our Lady and Saint Patrick's Roman Catholic Nursery and Primary School,
Fourth Avenue,
Teignmouth,
TQ14 9DT