



CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL

Privacy Notice for Pupils and their Families

May 2024

Privacy notice – how the school uses pupil information

What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – e.g. any needs you have
- **Medical and administration** – e.g. doctors' information, your health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place
- **Catering management** – e.g. free school meals

This list is not exhaustive – to access the current list of information the school processes, please see the school's Data Audit Log which can be found in the school office.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet legal duties placed on us by the government
- Administer admissions lists
- Comply with the law regarding data sharing

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

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 legal obligation
- We need it to perform an official task in the public interest

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)

Where we have obtained consent to use pupil's personal data, this consent can be withdrawn at any time. We will make sure this is clear when we ask for consent, and explain how consent can be withdrawn.

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.

How do we collect your information?

We collect your personal information via the following methods:

- Admission forms
- Common Transfer File (CTF) from your previous school
- Child protection plans
- Data Collection Sheets
- Change of details forms

Pupil data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We hold your personal information securely for the set amount of time shown in the school's Records Management Policy, which can be obtained from the school office.

For more information about how we keep your information safe, please see the school's Data and E-security Breach Prevention and Management Plan.

Who do we share your information with and why?

We routinely share your information with:

- Our Local Authority (LA) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information with it, such as information related to SATs and progress of the school
- Family and representatives – to meet our legal obligations to share certain information such as pupil progress and incident logs

- Educators and local schools – to meet our legal obligations to share certain information with them, such as pupil details, e.g. pupils' destinations when leaving
- Our regulator e.g. Ofsted, – to meet our legal obligations to share certain information with it, such as pupil progress data for key groups and cohorts, safeguarding cases, responses to incidents and complaints
- Suppliers and service providers – to enable them to provide the service we have contracted them for e.g. ParentMail (Communication), School Cloud Systems (Parents Evening), ParentPay (Payment system), LGFL (pupil email system), Google Classroom
- Financial organisations – to enable them to complete the financial service to a high standard
- Central and local government -- to meet our legal obligations to share certain information with them, such as safeguarding and school/cohort/groups progress
- Our auditors – to enable them to provide the service we have contracted them for
- Survey and research organisations – to enable them to provide the service we have contracted them for
- Health authorities - to meet our legal obligations to share certain information with them, such as pupil progress data for key groups and cohorts, safeguarding cases, responses to incidents and complaints, social and health trend data
- Security organisations - to enable them to provide the service we have contracted them for
- Health and social welfare organisations - to meet our legal obligations to share certain information with them, such as pupil progress data for key groups and cohorts, safeguarding cases, responses to incidents and complaints and to enable them to provide the service we have contracted them for
- Professional advisers and consultants - to meet our legal obligations to share certain information with them, such as pupil progress data for key groups and cohorts, safeguarding cases, responses to incidents and complaints and to enable them to provide the service we have contracted them for
- Charities and voluntary organisations-- to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals - to meet our legal obligations to share certain information with them, such as pupil progress data for key groups and cohorts, safeguarding cases, responses to incidents and complaints and to enable them to provide the service we have contracted them for
- Professional bodies - to meet our legal obligations to share certain information with them, such as pupil progress data for key groups and cohorts, safeguarding cases, responses to incidents and complaints and to enable them to provide the service we have contracted them for.

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Department for Education (DfE)

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our Local Authority (LA) for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current. Government security framework, which can be found by following this link:

<https://www.gov.uk/government/publications/security-policy-framework>

How does the government use your data?

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the NPD.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link:

<https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts>

Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- Local Authorities
- Researchers

- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link:

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

What are your rights?

You have specific rights to the processing of your data. These are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact Marie Baxter, Headteacher, or our data protection officer (DPO) on office@corpuschristi.rbksch.org

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting Marie Baxter or the DPO on office@corpuschristi.rbksch.org

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated in May 2023.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact our School Business Manager, Marie Baxter or our DPO on office@corpuschristi.rbksch.org

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <https://www.corpuschristikingston.co.uk/>, the Gov.UK [website](#), or request our Data Protection Policy and Records Management Policy from the school office.