



Our Lady of Lourdes Primary School Privacy Notice

How we use pupil information

Sacred Heart Primary is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner for which, any personal data relating to pupils and their families is to be processed. Sally Nutman is responsible for data controller responsibilities, she can be contacted on 01702 475689 or via office@ourladyoflourdes.southend.sch.uk.

In some cases your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires you to share your data. Where the school outsources data to a third party processor, the same data protection standards that Our Lady of Lourdes Primary School upholds are imposed on the processor.

Lauri Almond from Information Governance Support Essex (igs@essex.gov.uk) is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, key stage 2 results and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- catering and free school meal management
- activities and trip information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Why we collect and use pupil information

Our Lady of Lourdes Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to share and promote our practice

How we collect pupil information

We collect pupil information through registration forms and secure file transfers from the local authority or previous school.

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

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule – data is only stored for as long as it is necessary to complete the task for which it was originally collected. For more information on our data retention schedule and how we keep your data safe, please read our GDPR Data Protection Policy.

Who we share pupil information with

The school is required to share pupils' data with the DfE on a statutory basis. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

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) is managed by the DfE and contains information about pupils in schools in England. Sacred Heart Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD.

The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For more information, please see 'How Government uses your data' section.

Sacred Heart Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- The NHS
- The Assisi Trust

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 **Sally Nutman**

You also have the right to:

- Be informed about how Sacred Heart Primary School uses your personal data.
- Request access to the personal data that Sacred Heart Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.
- A right to seek redress, either through the ICO, or through the courts

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern or complaint 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: Sally Nutman via the school office. Contact Details are given at the front of this document.