

GDPR Privacy Notice: How we use pupil information



Who processes your information?

St. Vincent's RC Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

Ms Ness is the representative for the school regarding the school's data controller responsibilities and Mrs Burdon is the school's Data Protection Officer. Mrs Burdon's role is to oversee and monitor the school's data protection procedures and to ensure they are compliant with the GDPR. Mrs Burdon can be contacted on:

0191 265 5049 or admin@stvincents.newcastle.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 the school to share it. Where data is outsourced to a third-party processor, the same data protection standards that St. Vincent's RC Primary School upholds are imposed on the processor.

Why do we collect and use your information?

St. Vincent's RC Primary School holds the legal right to collect and use personal data relating to pupils and their families and may also receive information regarding them from previous schools, the LA and the DfE. The school collects and uses personal data in order to meet legal requirements and for 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
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The personal data of pupils and their families is used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress and attainment
- To provide appropriate pastoral care
- To safeguard pupils
- To assess the quality of our service
- To comply with the law regarding data sharing e.g. School Census

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, addresses, date of birth
- Characteristics – e.g. religion, nationality, language and free school meal eligibility
- Attendance information – e.g. number of absences and reasons for absence
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), school will inform you whether you are required to provide certain pupil information or if you have a choice in this.

How long is your data stored for?

Personal data relating to pupils at St. Vincent's RC Primary School and their families is stored in line with the school's GDPR Data Protection Policy. In accordance with GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school has a statutory duty to share pupils' data with the DfE. The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. 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. St. Vincent's RC 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:

- Pupils' destinations upon leaving the school
- The Diocese of Hexham and Newcastle
- The Local Authority
- The Department for Education

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about the school's use of your personal data
- Request access to the personal data that 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 it to be retained
- Request that the processing of your data is restricted
- Object to your personal data being processed

You also have the right to:

- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- 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/>

Where can you find out more information?

To find out more about the data collection requirements placed on the school by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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