

## **Parent GDPR Privacy Notice**



### **Who processes your information?**

St. Bernadette's Catholic 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. Data Protection Officer: Satswana Limited acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01252 59177 or [info@satswana.com](mailto:info@satswana.com)

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 your data. Where the school outsources data to a third party processor, the same data protection standards that St. Bernadette's Catholic Primary School upholds are imposed on the processor.

Satswana Limited is St. Bernadette's Data Protection Officer. The DPO's role is to oversee and monitor the school's data protection procedures and to ensure they are compliant with the GDPR.

### **Why do we collect and use your information?**

St. Bernadette's Catholic 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, Local Authority and/or the Department for Education (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 progress and attainment
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To keep pupils safe
- To meet legal duties placed on us by the government

## **Which data is collected?**

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

- Personal information – e.g. names, unique pupil numbers, contact details and addresses
- Characteristics – e.g. ethnicity, language and free school meal eligibility
- Attendance information – e.g. sessions attended, number of absence, absence reasons and any previous schools the pupil has attended
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information - e.g. doctors information, health, allergies, medication and dietary requirements
- Information relating to SEND (Special Educational Needs and Disabilities)
- Behavioural information – e.g. exclusions and any alternative provision put in place
- Safeguarding information - e.g. court orders and professional involvement

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.

## **How do we collect your information?**

We collect your information via the following methods:

- Registration forms
- Common Transfer File (CTF) from your previous school
- Child Protection Plans
- Data Collection Sheets

## **How long is your data stored for?**

Personal data relating to pupils at St. Bernadette's Catholic Primary School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the 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 is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. St. Bernadette's Catholic 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.

St. Bernadette's Catholic 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 LA
- The NHS
- The DfE
- Archdiocese of Liverpool
- Catholic Education Service
- Governing Body
- School Improvement Partner

### **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 how St. Bernadette's Catholic Primary School uses your personal data.
- Request access to the personal data that St. Bernadette's Catholic 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.

Where the processing of your data is based on your consent, you have the right to withdraw this at any time. If you have a concern about the way St. Bernadette's Catholic Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can

be contacted on 0303 123 1113, Monday-Friday 9am-5pm. Where can you find out more information? If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website ([www.saintbernadettes.wigan.sch.uk](http://www.saintbernadettes.wigan.sch.uk)) or download our GDPR Data Protection Policy.