

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 we collect, store and use personal data about pupils.

St John the Baptist is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is our School Business Manager, Amanda Llewellyn (see 'Contact us' below).

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:

- ❖ Contact details, contact preferences, date of birth, identification documents
- ❖ Results of internal assessments and externally set tests
- ❖ Pupil and curricular records
- ❖ Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- ❖ Exclusion information
- ❖ 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
- ❖ Video surveillance images captured in school including car registrations

We may also hold data about pupils that we have received from other organisations, including other schools, Local Authorities (LA) and the Department for Education (DfE).

We use this data to:

- ❖ Support pupil learning
- ❖ Monitor and report on pupil progress
- ❖ Provide appropriate pastoral care
- ❖ Protect pupil welfare
- ❖ Assess the quality of our services
- ❖ 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

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)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.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.

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 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. Our school is a member of The Information and Records Management Society (IRMS) and uses the guidelines set out by them to create our Retention and how long we keep information about pupils. [IRMS Schools Toolkit - Information and Records Management Society](#) p64 onwards

Data sharing:

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

The information we share is if it is to meet our legal obligations or safeguarding concerns.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- ❖ Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- ❖ The Department for Education
- ❖ The pupil's family and representatives
- ❖ Educators and examining bodies
- ❖ Our regulator, Ofsted
- ❖ Suppliers and service providers – to enable them to provide the service we have contracted them for
- ❖ Health authorities
- ❖ Health and social welfare organisations Professional advisers and consultants
- ❖ Police forces, courts, tribunals
- ❖ Professional bodies

National Pupil Database (NPD)

We are required to provide information about pupils to the DfE as part of statutory data collections such as the school census.

Some of this information is then stored in <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

NPD, which is owned and managed by the DfE, provides evidence on school performance to inform research.

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 DfE 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 DfE webpage <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> on how it collects and shares research data.

You can also contact the DfE with any further questions about the NPD.

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

Transferring data internationally:

Where we transfer personal data to a country or territory outside the UK, 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 12), 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 DPO.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Amanda Llewellyn (DPO).

Other rights:

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- ❖ Ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process
- ❖ Ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
- ❖ Ask us to erase your personal information in certain circumstances
- ❖ Ask us to restrict the processing of your information in certain circumstances
- ❖ Object to processing if we are able to process your information because the process forms part of our public tasks, or is in our legitimate interests
- ❖ Ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated

If we are processing your information for criminal law enforcement purposes, your rights are slightly different. To exercise any of these rights, please contact our DPO.

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 contact our DPO.

Alternatively, if you feel we have not handled your request satisfactory you can make a complaint to the Information Commissioner's Office:

- ❖ Call 0303 123 1113
- ❖ Report a concern online at <https://ico.org.uk/concerns/>

Contact us:

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our DPO, Amanda Llewellyn amanda.llewellyn@jtbprimary.org

C/O St. John the Baptist Primary School, St. Johns Way, Ragworth, Stockton on Tees, TS19 0FB or call 01642607123

This notice is based on the <https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices> for pupils, amended for parents and to reflect the way we use data in this school.

Updated Dec 2023