



Fair Processing Notice (Parent and Pupil information)

St Joseph's Catholic Primary School collect and process your personal information in accordance with this privacy notice and in compliance with current data protection regulations and law (GDPR).

St Joseph's Catholic primary School of 155 Aldershot Road, Guildford, Surrey act as the data controller in the collection, use, storing, protection and transfer of your personal information.

The categories of information that we collect, hold and share include but are not restricted to:

- Personal information (such as name, unique pupil number, address, date of birth)
- Parent contact details such as name, address, phone numbers, relationship to Child, other emergency contact)
- Special information (such as ethnicity, language, nationality, religion, country of birth and free school meal eligibility, Special educational needs, medical needs, dietary requirements, disabilities,)
- Attendance information (such as sessions attended, number of absences and absence reasons, holiday requests forms)

Why we collect and use this information

St Joseph's Catholic Primary School takes your privacy very seriously and will never disclosure or share your data without your consent, unless required to do so by law. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw such consent at any time. *The purposes and reasons for processing your personal data are detailed below: -*

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law with regard to the Education Census

The lawful basis on which we use this information

We use this information under the lawful basis as stated in the General Data Protection Regulation (GDPR) legislation under Article 9 (2) (B) and special information under Article 6.

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting information

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

Storing pupil data

- We hold pupil data for the duration of their time with us and it is then passed to their next School.
- In specific case ie: special education needs a pupil's record is retained by us for a longer period.

Who we share pupil information with

The bodies that we share information with include, but are not restricted to:

- Schools that the pupils attend after leaving us
- Our Local Authority
- The Department for Education (DFE)
- The Diocese
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Why we share information

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

We share some data with the Department for Education (DFE) on a statutory and legal basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to also share information about our pupils with our local authority (LA) and the Department for Education (DFE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

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)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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

Requesting access to personal data

Under data protection legislation, parents and pupils (under the age of 13) 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, you will need to complete a subject access request form, which you can obtain at the school office. (In certain circumstances there may be a charge for this service)

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible, unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

Raising a concern

St Joseph's Catholic primary School only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can further information at

<https://ico.org.uk/concerns/>

Contact our Data Protection team at

St Joseph's Catholic Primary School

155 Aldershot Road, Guildford, Surrey, GU2 8YH

01483 888401

dpm@stjosephsguildford.com

Our Data protection officer is: Kristy Gouldsmith

dpo@stjosephsguildford.com

Information commissioner's Office (ICO)

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

0303 123 1113

casework@ico.org.uk

Contact

If you would like to discuss anything in this privacy notice, please contact: The School office.

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