**SS John & Monica Catholic Primary School**

**Head Teacher:**

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**GDPR Privacy Notice for Pupils and their Families**

**Who processes your information?**

Ss John & Monica 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. Mrs T Broadhurst acts as a representative for the school with regard to its Data Controller responsibilities; they can be contacted via the school email: enquiry@stjonmon.bham.sch.uk

**The categories of student information that we collect, hold and share include:**

* Personal information (such as name, unique student number and address)
* Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
* Attendance information (such as sessions attended, number of absences and absence reasons)
* Assessment information (such as achievement grades, progress measures, lesson obsdervations, internal assessment results, public examination results)
* Special Education Needs information (such as target plans, records of working with other agencies, Education and Health Care Plans)
* Behaviour and Achievements information
* Photos, images and video of children and/or their work/learning
* Safeguarding information (Child in Need reports, Child Protection matters, Mental Health and allegations against staff)
* Access to careers education, information and guidance as well as the outcomes of independent interviews
* Payment information (such as school dinners, trips, residentials and after-school clubs)

**Why we collect and use this information**

We use the student data:

to support student learning

to monitor and report on student progress

to provide appropriate pastoral care

to assess the quality of our services

to comply with the law regarding data sharing

to enable additional support for students and families when required

to comply with our safeguarding obligations

to provide appropriate careers advice

to showcase learning beyond the classroom

to help manage the school budget

**The lawful basis on which we use this information**

We collect and use student information under:

6(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

6(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

9(2)(a) Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law.

9(2)(g) Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

**Collecting student information**

Whilst the majority of student 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, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

**Storing student data**

We hold student data for a set amount of time depending on the nature of the information;

1. Short term need (no longer than is required)
2. Medium term need (up to a year after a student has left)
3. Long term need (up to 5 years after a student has left)
4. Very long term need (until student is 25 years or older)

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| **Data retention examples** |
| 1. **Short term**
 | **Trip consents, CCTV, notes** |
| 1. **Medium term**
 | **Admissions information, attendance data, behaviour records, exclusions, school meal payments, student medical information, trip payments** |
| 1. **Long term**
 | **Admission appeals, attainment data, free school meal eligibility, contact information, photos/video/images/samples of learning** |
| 1. **Very long term**
 | **Medical incidents, safeguarding information**  |

 **Who we share student information with**

We routinely share student information with:

* Organisations that that the student’s attend after leaving us
* schools that the students attend after leaving us and alternative providers whilst remaining on our roll
* the local authority
* Archdiocese of Birmingham
* the Department for Education (DfE)
* NHS and school nurse service
* Birmingham Children’s Trust (where required)
* Educational software providers (such as Education City, who use the data to create student user accounts)
* Examination Boards and other performance tracking organisations (Fischer Family Trust)
* Social Services
* Heath and social care providers
* The Police
* System service providers eg SIMS, SISRA, ParentPay, Group Call, MyEd,
* Trusted partners working directly with the school (e.g. Connexions, Malachi Trust, Education Pyschology Service, Forward Thinking Birmingham)

**Why we share student information**

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

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

We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (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 Student Database (NPD)**

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 student information, (and for which project), please visit the following website: [https://www.gov.uk/government/publications/national-student-database-requests-received](https://www.gov.uk/government/publications/national-pupil-database-requests-received)

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

**Requesting access to your personal data**

Under data protection legislation, parents and students 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 Mrs T Broadhurst, Data Protection Officer, Ss John & Monica Catholic Primary School.

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
* 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/>

**Contact**

If you would like to discuss anything in this privacy notice, please contact the school.