

**ST OSWALD’S CATHOLIC PRIMARY SCHOOL**

**Privacy Notice (How we use pupil information)**

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and the Department for Education (DfE). We use this personal data to:

* Support our pupils’ learning
* Monitor and report on their progress
* Provide appropriate pastoral care
* Assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, special educational needs and relevant medical information.

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

* Personal information (such as name, unique pupil number and address)
* Parent/carer personal data (such as parental responsibility, name, address, email address, emergency contact details, place of work and contact details, persons responsible for collection)
* Free school meal and pupil premium eligibility
* Characteristics (such as ethnicity, language, and free school meal eligibility)
* Safeguarding information (such as court orders and professional involvement)
* Special educational needs (including the needs and ranking)
* Admission Records (including any previous schools attended)
* Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
* Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
* Assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
* Behavioural information (such as exclusions and any relevant alternative provision put in place)
* Photographs

**Why we collect and use this information**

We collect and use pupil information, for the following purposes:

1. to support pupil learning
2. to monitor and report on pupil attainment progress
3. to manage admissions
4. to keep children safe (food allergies, or emergency contact details)
5. to meet the statutory duties placed upon us for the Department for Education (DfE) data collections
6. to provide free school meals
7. to address safeguarding concerns
8. to ensure the school is safe and secure
9. to allow cashless payments to be made

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

St Oswald’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 a previous school, LA and/or the 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 & Article 9 of the GDPR

* Education Act 1996
* Regulation 5 of The Education (Information about individual pupils) (England) Regulations 2013.

**Collecting pupil information**

We collect pupil information via Admissions Forms completed by Parents / Carers when children start school, The Local Authority for children starting school in Reception and via CTF from previous schools that children have attended.

Pupil data is essential for the schools’ operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

**Storing pupil data**

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

In accordance with the GDPR, the school does not store personal data indefinitely, data is only stored for as long as necessary to complete the task for which it was originally collected.

**Who we share pupil information with**

We routinely share pupil information with:

* schools that the pupil’s attend after leaving us
* our local authority
* the Department for Education (DfE)
* Children’s Social Care
* Lancashire Safeguarding Board
* Lancashire Care NHS Trust
* Professional advisors
* Police and/or Courts
* Organisations / third parties who we have contracted /subscribed to provide a service to us (we will only ever share information to partners / suppliers who have sufficient measures in place to protect information in the same way that we do and are GDPR compliant)

**Why we share pupil information**

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

We share pupils’ 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 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.

**Department for Education (DfE)**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](https://www.gov.uk/government/publications/security-policy-framework).

For more information, please see ‘How Government uses your data’ section.

**Requesting access to your personal data**

Under data protection legislation, parents and pupils 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 W. Rothwell, School Business Manager.

You also have the right to:

* to ask us for access to information about you that we hold
* to have your personal data rectified, if it is inaccurate or incomplete
* to request the deletion or removal of personal data where there is no compelling reason for its continued processing
* to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
* to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
* not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the ‘How Government uses your data’ section of this notice.

**Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs B. Wood, Headteacher on head@longton-st-oswalds.lancs.sch.uk

**Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 21st September 2022

**Contact**

If you would like to discuss anything in this privacy notice, please contact Mrs W. Rothwell, School Business Manager, St Oswald’s Catholic Primary School, Chapel Lane, Longton, Preston PR4 5EB.