

## St Oswald's CE Primary School

### Privacy Notice - How We Use Pupil Information



*'Teach children how they should live and they will remember it all their life.'*

**Proverbs 22:6**

Through basing our vision on the bible teaching above we will promote an inclusive school community, rooted in mutual respect, understanding and kindness towards others.

*'Life in all its fullness.'*


**John 10:10**

In living out the statement above our vision is to develop resilience and a love of learning, which will enable the children to achieve their aspirations.

### **Monitoring and Evaluation**

The Head Teacher shall have oversight of this policy and ensure all staff follow procedures and that these are carried out.

The effectiveness of this policy shall be monitored during Governor's meetings.

Date approved	Next Review Date	Signed by
September 2023	September 2024	

## Why do we collect and use pupil information?

### We collect and use pupil information under General Data Protection Regulations.

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, St Oswald's CE Primary of Ronald Ross Avenue, Bootle, L30 5RH, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is **Mr Pete Rafferty**.

### The categories of pupil information that we collect, hold and share

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your personal details (such as name, address, date of birth, unique pupil number)
- Your test results
- Your attendance records (such as sessions attended, number of absences and absence reasons)
- Your characteristics, like your ethnic background or any special educational needs
- Eligibility for Free School Meals
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs ( eg from trips/sports events used on displays or website)
- CCTV images

### Why we use this data

We use this data to help run the school and provide you with the best possible education, including to:

- Allocate the correct teaching resources in school.
- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

### Our legal basis for using this data

The Information Commissioners Office's lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever you process personal data: 2

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

**(b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

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

**(d) Vital interests:** the processing is necessary to protect someone's life.

**(e) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**(f) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

### **Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

### **How we store this data**

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law. We have a record retention policy which sets out how long we must keep information about pupils. (A copy may be obtained from the school office if required)

### **Data sharing**

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department)
- Your family and representatives
- Other schools that pupils attend after leaving us
- Educators and examining bodies
- Our regulator (the organisation that supervises us e.g. Ofsted)
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Health authorities
- Social welfare organisations
- Professional advisers and consultants (e.g. Educational Psychologist/ Speech & Language Consultant)
- Police forces, courts, tribunals

### **National Pupil Database**

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data. You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

### **Your rights**

#### **How to access personal information we hold about you**

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request please contact our Data Protection Officer. Your other rights over your data You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

### **Pupil Privacy Notice**

St Oswald's is proud to be part of the UN Convention of the Rights of the Child, where every child is valued, cared for and developed to their full potential.

**This plan links to UNICEF Rights and Responsibility: Article 169**

**Article 16: right to privacy**

"Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation and identity"

### **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer. You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
  - Call 0303 123 1113
  - Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: • Mr Pete Rafferty on 0151 525 4580 or

[DPO.stoswalds@schools.sefton.gov.uk](mailto:DPO.stoswalds@schools.sefton.gov.uk)

This notice is based on the Department for Education's model privacy notice for pupils, amended to reflect the way we use data.