



St Mary's Catholic School

Privacy Notice (How we use student information)

The categories of this information that we collect, process, hold and share include:

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language and free school meal eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons)
- assessment information
- relevant medical information
- special educational needs information
- exclusions/behavioural information
- Post-16 information (such as destinations data, UCAS applications and grants)

For details of what we collect, hold and share, please visit the Information Commissioner's Office (ICO) Data Protection Register on <https://ico.org.uk/esdwebpages/search> and enter ZA017675

Why we collect and use this information

We use children and young person's data to:

- support students' learning
- monitor and report on students' progress
- provide appropriate pastoral care
- support students in deciding what to do after they leave school
- enable us to carry out any other specific function for which we are responsible
- derive statistics which inform decisions such as the funding of school
- assess performance and to set targets for the school
- to comply with the law regarding data sharing

We may also receive information from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service (LRS).

Note: Schools and local authorities have a (legal) duty under the DPA and the GDPR to ensure that any personal data they process is handled and stored securely.

The lawful basis on which we use this information

We collect and use pupil information under the Data Protection Act 1998 (DPA) and "Article 6" and "Article 9" of the General Data Protection Regulation (GDPR).

Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

Article 9 (GDPR) condition: For substantial public interest on legal basis.

Collecting this information

Whilst the majority of children and young person's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold pupil data for no longer than is necessary. Full details of data retention lists can be found in the Records Management Society's (RMS) Retention Guidelines for Schools (which can be found at <https://intranet.gateshead.gov.uk/media/1032/Retention-guidelines-for-schools/pdf/schoolsretentionschedulefinal.pdf>)

Who we share this information with

We routinely share children and young person's information with:

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- youth support services – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds
- schools or colleges that our students attend after leaving us - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- our local authority (Newcastle County Council) and their commissioned providers of local authority services - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- NHS (*for inoculations, etc*)

Youth support services and pupils aged 13+

Once our pupils reach the age of 13, we pass their contact details to the provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide of youth support service and careers advice.

A parent / guardian can request that **only** their child's name, address and date of birth be passed to their provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age of 16.

Pupils aged 14+

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

Pupils aged 16+

We will also share relevant information about pupils not in education, training or employment (such as their contact details) aged 16+ with the provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide the following services:

- post-16 education and training
- youth support services
- careers advice

Why we share this information

We share children and young person's data with the Department for Education (DfE) on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding, educational attainment policy and monitoring and enables them to; produce statistics, assess our performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

We do not share information about children and young people without consent unless the law and our policies allow us to do so.

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.

The law requires us to provide information about our pupils to the DfE as part of statutory data collections. Some of this information is then stored in the national pupil database

(NPD). The legislation that requires 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 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, please contact Sarah.McLaughlin@st-marys.newcastle.sch.uk (Sarah McLaughlin – Senior Administrator)

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

04/06/2018

- 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/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

- Sarah McLaughlin (Senior Administrator)
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- **Data Protection Officer (for Schools)**
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