



'Where charity and love are, God is there'

Privacy Notice for Parents and Pupils

Ratification Table:

Approved by:	Local Governing Committee	Date: 22 nd Nov 2023
Last reviewed on:	06.08.2023	
Next review due by:	Aug 2026	

Privacy Notice for Parents and Pupils (How we use personal information)

Under the UK General Data Protection Regulation and Data Protection Act 2018 laws you have a right to be informed about how the school uses any personal data we hold about you. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils at our school.

We, **St Nicholas of Tolentine Catholic Primary School**, are the 'data controller' for the purposes of data protection law.

Categories of Personal Information

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

Pupils:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as spoken languages and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- 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)
- School activities including, school trips, after school clubs etc
- School catering including the provision of free school meals

Parents:

- Contact details and contact preferences
- Bank details
- Photographs
- CCTV images captured in school

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

Pupils:

- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Personal characteristics such as ethnicity

Parents:

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

This list is not exhaustive, to access the current list of categories of information we process please see the <https://www.stnicholas.bristol.sch.uk>

Why we collect and use personal information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information for the following purposes:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us by the Department for Education

We collect and use parents information for the following purposes:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

This section contains information about the legal bases that we are relying on when handling your information.

The two tables below contain a general description of the different legal bases but we have also used a colour code system so that you can see which bases we are relying on for each of the purposes described at paragraphs **Error! Reference source not found.**

Legal obligation ("LO")

Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Necessary for contract ("CT")

We will need to use your information in order to perform our obligations under any contract we have with you, for example, if you buy tickets for an event.

Vital interests ("VI")

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

Performance of a task carried out in the public interest ("PI")

The following are examples of when we use your information to perform tasks in the public interest:

- providing your child with an education;
- safeguarding and promoting your welfare, your child's welfare and the welfare of other children;
- facilitating the efficient operation of the School; and
- ensuring that we comply with all of our legal obligations.

Legitimate interests ("LI")

This means that the School is using your information when this is necessary for the School's legitimate interests except when your interests and fundamental rights override our legitimate interests.

We have a legitimate interest in using your information to:

- i. promote the School including fundraising and publicity;
- ii. preserve historical school records.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

Substantial public interest ("SPI")

The School is also allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" in the table above. For example, the School may use medical information about you when looking after your child. We may also use other types of special category personal data about you when the School is inspected.

Social protection and social security laws ("ESP")

Also the School will use your information to comply with social protection law (e.g. to look after your child) and social security laws (e.g. to provide your child with free school lunches if applicable).

Vital interests ("VI")

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

Legal claims ("LC")

We are allowed to use your information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers.

Medical purposes ("MP")

This includes medical treatment and the management of healthcare services.

Collecting personal information

Pupils:

We collect pupil information via a method of data collection used, for example registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school]

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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 and we will tell you what you need to do if you do not want to share this information with us.

Parents:

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Storing personal data

Pupils:

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <https://www.stnicholas.bristol.sch.uk/>

Please see Information and Records Retention Policy

Parents:

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule/records management policy on our school website <https://www.stnicholas.bristol.sch.uk> sets out how long we keep information about parents and carers.

Who we share personal information with

Pupils:

We routinely share pupil information with:

- Schools
- Local authorities
- Youth support services (pupils aged 13+)
- The Department for Education (DfE)
- NHS School Nurse
- Academy partnerships – Aquinas Group
- Newman Catholic Trust
- Clifton Diocese

Parents:

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with combined UK data protection laws), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Our auditors
- Survey and research organisations

- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

Why we regularly share pupil 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 set out below examples of the different ways in which we use personal information and where this personal information comes from. The letters highlighted in different colours below refer to the legal bases we are relying on. Please see the section above for an explanation.

1. The School's primary reason for using your personal information is to provide your child with an education - **LO**, **PI**, **SPI**.
2. We obtain information about you from admissions forms and from your child's previous school. You may provide us with information about you from professionals such as doctors and local authorities during the admissions process. When your child is at the School we may obtain information about you from these individuals - **LO**, **PI**, **SPI**, **ESP**, **MP**.
3. We will have information about any family circumstances which might affect your child's welfare or happiness. This is to help us provide appropriate care and support to your child - **LO**, **PI**, **SPI**, **ESP**.
4. We will need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other pupils at the School - **LO**, **PI**, **SPI**, **ESP**.
5. We use CCTV to make sure the School site is safe. Images captured of you via CCTV will be your personal data. CCTV is not used in private areas such as toilets, **CT**, **PI**, **SPI**.
6. If there is a complaint or grievance made to the School which involves you then we will use your information in connection with that complaint or grievance - **LO**, **PI**, **SPI**.
7. [• Where appropriate, the School will have information about your religious beliefs and practices. For example, if you do not eat certain foods, **PI**, **SPI**.]
8. We may take photographs or videos of you at School events to use on social media and on the School website. This is to show prospective parents and pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School - **LI**.
9. We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the newsletter - **LI**.
10. We will keep details of your address when your child leaves the School so we can send you [• insert alumni magazine name] and find out how your child is progressing. [• We may also pass your details onto the alumni organisation which is called [• name of alumni

organisation]. Further information on the alumni association can be found here [• insert web link] - LI.]

11. If you buy things from the School such as tickets for events or sportswear, we may hold financial information about you - CT, LI.
12. We may use information about you if we need this for historical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School - LI.

Sharing personal information with third parties

13. In accordance with our legal obligations, we will share information with local authorities, Ofsted and the Department for Education, for example, where we have any safeguarding concerns or to comply with our legal obligations - LO, PI, SPI.
14. On occasion, we may need to share your information with the police for the prevention and investigation of crime and the prosecution of offenders. We will only do this in specific circumstances to assist the police with their investigations - LO, PI, SPI.
15. We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School - LO, PI, SPI.
16. In certain circumstances, we may also need to share information with our legal advisers for the purpose of obtaining legal advice and legal representation - LO, PI, SPI, LC.
17. Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly (e.g. our accountants). We will share your information with them if this is relevant to their work - PI, SPI.
18. We may share information about you with our insurance company, for example, where there is a serious incident at the School - PI, SPI, LC.
19. We may use your information when responding to an incident, for example, if something is published on social media which concerns the School - PI, LI.
20. If your child leaves us to attend another school we will need to provide that school with information about you. For example, contact details and information about you if there have been any safeguarding incidents - PI, SPI, ESP.
21. Where appropriate, we may share information about you with other people who look after your child, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child or part of our wider legal and regulatory obligations - LO, PI, SPI, ESP.
22. We may need to share information with third parties if there is an emergency, for example, if you are hurt whilst on our premises - VI, PI, SPI, MP.

We sometimes use contractors to handle personal information on our behalf. The following are examples:

- IT consultants who might access information about you when checking the security of our IT network; and
- we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site.

Department for Education

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:

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

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

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Requesting access to your personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact by email st.nicholas.p@bristol-schools.uk or by telephone 01173772260

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern 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 DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent

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 by email st.nicholas.p@bristol-schools.uk or by telephone 01173772260 [

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact by email st.nicholas.p@bristol-schools.uk or by telephone 01173772260

Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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

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 6th February 2023

Contact

If you would like to discuss anything in this privacy notice, please contact: the Head Teacher or School Business Manager by email st.nicholas.p@bristol-schools.uk or by telephone

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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)

Much of the data about pupils in England goes on to be held in 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.

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

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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