



**St Gregory's Catholic Primary School**  
Part of The Holy Family Multi-Academy Company

# Privacy Notice for Parents and Pupils – How we use your information

## 2018/19

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### **Who are we?**

The Holy Family Catholic Multi Academy Company is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

The Holy Family Catholic Multi Academy Company is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: [ZA317593](#).

You can contact the Academy Trust as the Data Controller in writing at:

The Holy Family Catholic Multi Academy Company, Kinwarton Road, Alcester. B49 6PX or [admin3506@welearn365.com](mailto:admin3506@welearn365.com).

### **What is a Privacy Notice?**

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

### **What is Personal Information?**

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### **What personal information do we process about pupils and parents?**

The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, date of birth, unique pupil number and home 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.
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions/behavioural information, post-16 learning information.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.

- Photographs of children, only with written consent from parents and legal guardians.
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.

### **Why do we use personal information?**

We use pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- to market the school

### **Collecting pupil information**

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

### **What are the legal reasons for us to process your personal information?**

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

#### **1) To comply with the law**

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the Academy Trust by law. We therefore are required to this process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in **Table 1**.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the Academy Trust in writing.

#### **2) To protect someone's vital interests**

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in **Table 2**.

#### **3) With the consent of the individual to whom that information 'belongs'**

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in **Table 3**.

#### 4) To perform a public task

It is a day-to-day function of the Academy Trust to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in **Table 4**.

##### Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial public interest
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

#### **Who might we share your information with?**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- [Catholic Education Service](#)
- [Parent Pay](#)
- [O track](#)
- [Evolve](#)
- [SIMs](#)
- [School Nurse \(COMPASS\)](#)
- [Multi Agency Safeguarding Hub \(MASH\)](#)

We do not share information about our pupils or parents unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

#### **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>.

#### **What do we do with your information?**

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

### **How long do we keep your information for?**

In retaining personal information, the Academy Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **What are your rights with respect of your personal information?**

Under data protection law, 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 to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

**\*\*Please ensure you specify which school your request relates to.**

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, 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/>

### **Review**

The content of this Privacy Notice will be reviewed **25.05.19**.

**Table 1 – Personal information we are required to process to comply with the law:**

<b>Information Type</b>	<b>Relevant legislation</b>	<b>Special Category– additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Contact details	Education (Pupil Registrations England) Regulations 2006, Regulation 4.	The processing is necessary for complying with the law.	LA Admissions, HM Chief Inspector of Education.	Legal Obligation
Common Transfer file	Education (Pupil Registration)(England) Regulations 2005, Regulation 6	The processing is necessary for complying with the law.	School pupil transfers to	Legal Obligation
Characteristics (age, ethnicity, religion etc)	Education (information About Individual Pupils) (England) Regulations 2013, Regulation 5.	The processing is necessary for complying with the law.	LA or Secretary of State.	Legal Obligation
Medical conditions Dietary requirements	Education (information About Individual Pupils) (England) Regulations 2013, Regulation 5.	The processing is necessary for complying with the law.  Necessary to protect vital interests of data subject or another person where the data subject is physically or legally incapable of giving consent.	Health staff, police or fire crews.	Legal Obligation and Vital Interests.
Special educational needs	Education Act 1996, section 317 Education (information About Individual Pupils) (England) Regulations 2013, Regulation 5.	The processing is necessary for complying with the law.	Local Authority	Legal Obligation.
Free school meals/pupil	Education (information	The processing is necessary for	LA or Secretary of	Legal Obligation

premium/whether they are a looked-after child	About Individual Pupils) (England) Regulations 2013, Regulation 5.	complying with the law.	State.	
Emergency contact details	Education (information About Individual Pupils) (England) Regulations 2013, Regulation 5.	The processing is necessary for complying with the law.  Necessary to protect vital interests of data subject or another person where the data subject is physically or legally incapable of giving consent.	Health staff, police or fire crews.	Legal Obligation and Vital Interests.
Attendance	Education (Pupil Registration) (England) Regulations 2006, Regulation 4.	The processing is necessary for complying with the law.	LA Admissions, HM Chief Inspector of Education.	Legal Obligation
Admissions	Education (Pupil Registration) (England) Regulations 2006, Regulation 4.	The processing is necessary for complying with the law.	LA Admissions, HM Chief Inspector of Education.	Legal Obligation
Exclusion	Education Act 1996, section 51A	The processing is necessary for complying with the law.	LA Admissions, HM Chief Inspector of Education.	Legal Obligation
Safeguarding and promoting welfare of pupils	Education Act 2002, section 175 Children's Act 1989, section 17 Children's Act 1989, section 47 Children's Act 1989, section 83 Children's Act 1989, section 11	The processing is necessary for complying with the law.	LA MASH	Legal Obligation
Academic Results	Education (information About Individual Pupils) (England) Regulations 2013,	The processing is necessary for complying with the law.	LA Secretary of State Public	Legal Obligation

	Regulation 5.			
Reports to Parents	Education (information About Individual Pupils) (England) Regulations 2013, Regulation 5.	The processing is necessary for complying with the law.	Transferring to another educational establishment.	Legal Obligation
School Census	Education Act 1996, Sections 537 & 537A, and accompanying regulations	The processing is necessary for complying with the law.	Department of Education	Legal Obligation

**Table 2** – Personal information we are required to process as it is necessary to protect someone’s vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical conditions Dietary requirements	3 Necessary to protect vital interests of data subject or another person where the data subject is physically or legally incapable of giving consent.	Health staff, police or fire crews.	Vital Interests
Safeguarding and promoting welfare of pupils	The processing is necessary for complying with the law.	LA Multi Agency Safeguarding Hub Police	Legal Obligation/Vital Interests
Religious belief	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent’	Medical staff i.e. paramedics/ambulance	Vital Interest

**Table 3** - Personal information we are required to process with the consent of the individual to whom that information ‘belongs’

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Images of pupils	Data subject has given explicit consent.	Primary Site (hosts school website) Media Aspens	Consent
Name of Doctor	Data subject has	Multi Agency	Consent and Public Task

surgery	given explicit consent.	Safeguarding Hub	
Contact details	Data subject has given explicit consent.	Multi Agency Safeguarding Hub	Consent and Public Task
Parents'/carers' bank details	Data subject has given explicit consent.	Not shared	Consent and Public Task
Consent forms (photographs, school trips etc)	Data subject has given explicit consent.	Writes Photography The Stratford Herald, The MidWeek, The Observer School Website Educational Visits (EVOLVE)	Consent and Public Task
Email address		Not shared	

**Table 4** - Personal information we are required to process because it is necessary to do so in order to perform a public task

<b>Information Type</b>	<b>Special Category - additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Safeguarding information, Medical, Special Education Needs	The processing is necessary for complying with the law.	LA Multi Agency Safeguarding Hub Police	Legal Obligation & Public Task
Name of Doctor surgery	Data subject has given explicit consent.	Multi Agency Safeguarding Hub	Consent and Public Task
Academic Progress data including Leuven data, wellcom data, Learning journals, staff observations		OFSTED, Parents, Health such as Speech and Language	Public Task & Legal Obligation
Contact details	Data subject has given explicit consent.	Multi Agency Safeguarding Hub	Consent and Public Task
Parents'/carers' bank details	Data subject has given explicit consent.	None	Consent and Public Task
Consent forms (photographs, school trips etc)	Data subject has given explicit consent.	Writes Photography The Stratford Herald, The MidWeek, The Observer School Website Educational Visits (EVOLVE)	Consent and Public Task
Behaviour incidents	Processing is necessary to perform official functions.	SENDAR/LEA Exclusion. SEN, Round Oak/Children's parents/ Multi Agency Safeguarding Hub	Public Task
Accident reports	Processing is necessary to perform	HSE, MASH, Parents, Medical Staff.	Public Task

	official functions.		
In-class app data	Processing is necessary to perform official functions.	O track Accelerated Reader	Public Task
Records of interventions provided	Processing is necessary to perform official functions.	Another school when pupils transfer. SENDAR, Ed Psych, SEND Reported, Round Oak	Public Task