



Privacy Notice (How we use pupil information)

We collect and use pupil information under the Data Protection Act 1998 and the Education Act 1996 which are a lawful basis for collecting and using pupil information for general purposes and from Article 6 (see below) and Article 9 where data processed is 'special category data' from the General Data Protection Regulation from 25 May 2018, in addition Articles 13 and 14 which refer to The Right to be Informed. Under Section 537A of the Education Act 1996, we are also required to submit school, census returns, including a set of named pupil records and pupil information is collected and used for this purpose.

Information can be found in the census guide documents on the following website
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Who are we?

St William of York Catholic Primary School is the Data Controller. This means the Data Controller decides how your personal data is processed and for what purposes.

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

- Personal information (such as name, unique pupil number and 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)
- Exclusion information (such as type of exclusion, date of exclusion, reason for exclusion).
- Assessment Information
- Relevant medical information & dietary needs
- Special Educational Needs Information
- Child Protection and safeguarding information

Why - we collect and use pupil information-

We use the 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 assist with administrative & communication tasks

The lawful basis on which we use this information

Legal Basis: The lawful bases for processing are set out in Article 6 and 9 of the GDPR. The following apply:

- Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- 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.
- The data subject has given explicit consent
- Processing is carried out by a foundation or not-for-profit body in the course of its legitimate activities

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.

Under principle 4 of the GDPR the school has a duty to check that children, parents and carers information is accurate and up to date. It fulfils this by sending out a pre-populated data collection form to parents/carers on a regular basis. It is the responsibility of parent/carers to advise school if the information is incorrect and to inform named contacts that their information has been shared with us.

Storing pupil data

We hold pupil data in line with the school's Information Management Policy based on BMBC Model Policy which uses a retention schedule based on guidance from the Records Management Society. Please ask the Business Manager if you wish to see a copy.

Who do 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)
- the school nurse/NHS/Health & other professionals working with specific pupils
- Teachers2Parents text messaging service
- Early Intervention Team
- Child Protection & Safeguarding officials
- VisitEd – Visitor Management Programme
- Tucasii – Financial package for School Fund
- Tapestry – online learning journal for EYFS pupils
- Curriculum Software packages eg 2Simple
- One Goal Ltd – PE provider
- Hoodies4Schools – Leavers Hoodies
- Computeam – IT Services Provider
- Bonacia Ltd – Leavers Book
- The Tutor Trust – Maths Intervention

- PACT Project Team – Nursery Early Language Research Project (by parental consent)
- CPOMS – recording and monitoring of pastoral and welfare issues
- Seesaw – The Learning Journal for documenting pupil's learning.
- Reading Plus - develops reading efficiency in order to free up mental energy for comprehension, and make reading more enjoyable and rewarding.
- FFT Aspire – pupil attainment, assessment & target data

Why we 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 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.

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>.

Over-claiming hours

In the case of over-claiming hours, we may need to share the names of the childcare settings that your child attends stating the amount of hours that are being claimed. This will only be shared with providers that your child is registered as attending.

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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, contact The Headteacher or School Business Manager.

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/>

Contact:

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

- The Headteacher or Business Manager
c/o St William of York Catholic Primary School
Nugent Road
Bolton
BL3 3DE
office@st-williams.bolton.sch.uk

If you cannot access these websites, please contact the LA on:

- Information Management Unit,
Department of People, Bolton Council
1st Floor, Town Hall, Bolton, BL1 1UA
website: www.bolton.gov.uk
email: ec.imu@bolton.gov.uk

This notice will be review on an annual basis. The next review will be undertaken in Summer 2025.