

**PRIVACY NOTICE**  
for  
**St Mary's CE (A) Primary School**  
*Pupils in Schools - How we use pupil information*

**Privacy Notice - Data Protection Act 1998**

Under data protection law, individuals have a right to be informed about how school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

We at **St. Mary's Church of England (A) Primary School, Mucklestone** are a data controller for the purposes of the Data Protection law. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

• Support teaching and learning	• Provide appropriate pastoral care
• Monitor and report on progress	• Assess how well your school is doing
• To keep children safe	• To meet statutory duties

The categories of pupil information that we process include:

- Personal identifiers and contacts (such as name, address, unique pupil number, date of birth, identification documents, birth certificates and contact details)
- Characteristics (such as ethnicity, language, free school meals eligibility)
- Safeguarding information such as court orders and professional involvement
- Special educational needs - including needs and ranking/codes and details of any support received, including care packages and plans and support providers
- Medical administration - such as doctors information, child health (physical and mental) dental health, allergies, medications, dietary requirements and first aid
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (including internal assessments and external tests such as Early Years, Key Stage 1 and 2, also phonics results)
- Behaviour information (such as exclusions and any relevant alternative provision put in place)
- Photographs

*A full list of categories of information we process is contained in our data asset register.*

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

## **Our legal basis for using this data**

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

- To comply with legal obligation
- To perform an official task in the public interest
- To obtain consent to use it in a certain way
- To protect the individual's vital interest (or someone else's interests)
- To gain consent to use pupil's personal data can be withdrawn at any time

Data is collected via pupil registration forms or a Common Transfer File is sent securely from a previous school. As some data collection is voluntary and not mandatory we will inform you of this choice.

We store pupil data securely while they are attending school. We will keep records beyond this if stated in the retention of documents guidelines.

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

**Data may be shared with -**

- **Schools a child leaves to attend**
- **Local authority (behaviour, safeguarding or attendance and exclusions)**
- **Ofsted**
- **SIAMS**
- **Suppliers and service providers e.g. ParentPay**
- **Department For Education**
- **Police forces, courts, tribunals - to comply with the lawful requests in public interests**
- **NHS - school nurses**

## **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 please contact Mrs Sellman.

## **Complaints**

**We take any complaints about or collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate please raise this with us in the first instance. Alternatively, please make a complaint to the data protection officer.**

**Report online concerns at <https://ico.org.uk/concerns/>**

If you want to see a copy of the information about you that we hold and/or share, please contact Jane Sellman, Office Services Manager.

If you require more information about how the school, Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.st-marys-mucklestone.staffs.sch.uk>