



# PRIVACY NOTICE

St Bartholomew's Primary School

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| Date agreed by Governing Board         | July 2022              |
| Signature of Chair of Governors        | <i>Bettina Carlyon</i> |
| Date to be reviewed by Governing Board | July 2024              |

*This version supersedes all previous versions of this policy.*

## **1. INTRODUCTION**

1.1. St Bartholomew's School (the school) needs to keep and process information about you including information about you from your previous school and the Learning Records Service (pupil data) in order to fulfil its obligations under the Education Act 2011.

1.2. The categories of pupil information that the school collects, holds and shares includes:

- 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)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information

## **2. WHY THE SCHOOL COLLECT AND USE THIS INFORMATION**

2.1. The school uses 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 collect monies due to the school for services provided

## **3. THE LAWFUL BASIS ON WHICH THE SCHOOL USE THIS INFORMATION**

3.1. The school collects and uses pupil information under Article 6, (1) (e) of the GDPR where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and Article 9 (2) (b) of the GDPR where special categories of data can be processed for the purposes of carrying out the obligations and exercising specific rights of the data controller.

## **4. COLLECTING PUPIL INFORMATION**

4.1. Whilst the majority of pupil information you provide to the school is mandatory, some of it is provided to the school on a voluntary basis. In order to comply with the General Data Protection Regulation, the school will inform you whether you are required to provide certain pupil information or if you have a choice in this.

## **5. STORING PUPIL DATA**

5.1. The school holds pupil data for as long as the child attends the school.

## **6. WHO THE SCHOOL SHARE PUPIL INFORMATION WITH**

6.1. The school routinely shares pupil information with:

- schools that the pupil's attend after leaving us
- our local authority, London Borough of Lewisham
- the Department for Education (DfE)
- school nurse, NHS

- London Grid for Learning (LGfL)
- ParentPay
- Scholarpack

## **7. WHY THE SCHOOL SHARE PUPIL INFORMATION**

- 7.1. The school do not share information about its pupils with anyone without consent unless the law and its policies allow the school to do so.
- 7.2. The school 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.
- 7.3. The school is required to share information about its pupils with the local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **8. DATA COLLECTION REQUIREMENTS**

- 8.1. To find out more about the data collection requirements placed on the school by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collectionand-censuses-for-schools>.

## **9. REQUESTING ACCESS TO YOUR PERSONAL DATA**

- 9.1. Under data protection legislation, parents and pupils have the right to request access to information about them that the school hold. To make a request for your personal information, or be given access to

your child's educational record, contact the school office.

### **9.2. 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

- 9.3 If you have a concern about the way the school are collecting or using your personal data, the school request that you raise your concern with the school in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **10. CONTACT**

- 10.1. If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer via the main school office.