

Pupil Privacy Notice



Why are we giving this to you?

At St Anthony's Catholic Primary School we need to use information about your child. We do this for a number of reasons. This form tells you what information we use about your child and why we use it. It is very important that information about your child is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about your child then please contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer at St Anthony's Catholic Primary School.

Mrs M T Bannister (interim Data Protection Officer)

Policy Statement

We are St Anthony's Catholic Primary School. During your child's time with us, we will use information that we gather in relation to your child for various purposes. Information that we hold in relation to your child is known as "personal data". This will include data that we obtain from you directly as parent/carers and data about your child which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as "processing".

This document sets out what personal data we will hold about your child, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us. School will send home data collection sheets annually which indicates which personal data we currently hold for you and your child. It is your responsibility to inform us of any changes throughout the school year.

What information do we use about you?

We will collect, hold, share and otherwise use information about you set out in the boxes below:

<ul style="list-style-type: none">Name	<ul style="list-style-type: none">Telephone and email contact details	<ul style="list-style-type: none">Date of Birth
<ul style="list-style-type: none">Address	<ul style="list-style-type: none">Assessment information	<ul style="list-style-type: none">Details of previous/future schools
<ul style="list-style-type: none">Unique pupil number	<ul style="list-style-type: none">Behavioural information	<ul style="list-style-type: none">Language(s)
<ul style="list-style-type: none">Nationality	<ul style="list-style-type: none">Country of birth	<ul style="list-style-type: none">Eligibility for free school meals
<ul style="list-style-type: none">Photographs	<ul style="list-style-type: none">Attendance information	<ul style="list-style-type: none">CCTV images (where applicable)

We will also collect, hold, share and otherwise use some information about your child which is special "special category personal data" and we will take extra care to make sure that this is kept safe:

<ul style="list-style-type: none">Racial or ethnic origin	<ul style="list-style-type: none">Religious beliefs	<ul style="list-style-type: none">Special educational needs and disability information
<ul style="list-style-type: none">Medical / health information	<ul style="list-style-type: none">Genetic and biometric data	<ul style="list-style-type: none">Information relating to keeping you safe
	<ul style="list-style-type: none">Gender	<ul style="list-style-type: none">Dietary requirements

Where do we get this information from?

We get this information from:

- Parents/Carers via registration forms and annual data collection sheets
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example

Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give your child a good education and to support them through this
- To make sure that we are able to address and support any educational, health or social needs your child may have
- To make sure everyone is treated fairly and equally
- To keep your child and everyone at the school safe and secure
- To deal with emergencies involving your child
- To celebrate their achievements
- To provide reports and additional information to parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run an efficient school.

Sometimes we need permission to use information. This includes taking pictures or videos of your child to be used on our website or in the newspaper. Before we do these things we will ask parent/carers for permission.

Why do we use special category personal data?

We may need to use the information about your child which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide your child with equal opportunities and treatment. We will also use this information where you as parent/carers have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

How long will we hold information in relation to our pupils?

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where your child changes school we will usually pass the information to the new school.

Who will we share pupil information with?

We may be required to give information about your child with:

- Other schools or educational institutions they may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/ or ESFA as required by the law

- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors

Keeping this information safe

It is very important that only people who need to use your information can see it. The school keeps your information safe by ensuring all information is stored securely.

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should contact the Headteacher in writing.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with the Headteacher .The school does not have to meet all of your requests and we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your personal data then you can speak with the Headteacher, or if necessary you can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.