



# St Francis Catholic Primary School

## Privacy Notice

### Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis unless circumstances require policy update in the interim.

Approved by:

Date: 19<sup>th</sup> November 2024

Reviewed on:

Reviewed on:

Reviewed on:

Reviewed on:

## School Mission Statement

### ‘I am a sign of God’s love’

At St Francis we love, learn and grow in the footsteps of Jesus and are active signs of God’s love through praying, respecting and serving others.

## Privacy Notice (How we use student information)

### ***The categories of student information that we collect, hold and share include:***

- Personal information (such as name, unique student 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 (such as achievement grades, progress measures, lesson observations, internal assessment results, public examination results)
- Special Education Needs information (such as target plans, records of working with other agencies, Education and Health Care Plans)
- Behaviour and Achievements information
- Photos, images and video of children and/or their work/learning
- Safeguarding information (Child in Need reports, Child Protection matters, Mental Health and allegations against staff)
- Access to careers education, information and guidance as well as the outcomes of independent interviews
- Payment information (such as school dinners, trips, residential and after-school clubs)

### ***Why we collect and use this information***

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to enable additional support for students and families when required
- to comply with our safeguarding obligations
- to provide appropriate careers advice
- to showcase learning beyond the classroom
- to help manage the school budget

### ***The lawful basis on which we use this information***

We collect and use student information under:

6(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

6(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

9(2)(a) Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law.

9(2)(g) Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

## Collecting student information

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

### Storing student data

We hold student data for a set amount of time depending on the nature of the information;

1. Short term need (no longer than is required)
2. Medium term need (up to a year after a student has left)
3. Long term need (up to 5 years after a student has left)
4. Very long term need (until student is 25 years or older)

<b>Data retention examples</b>	
<b>1. Short term</b>	<i>Trip consents, notes</i>
<b>2. Medium term</b>	<i>Admissions information, attendance data, behaviour records, exclusions, school meal payments, student medical information, trip payments</i>
<b>3. Long term</b>	<i>Admission appeals, attainment data, free school meal eligibility, contact information, photos/video/images/samples of learning</i>
<b>4. Very long term</b>	<i>Medical incidents, safeguarding information</i>

### Who we share student information with

We routinely share student information with:

- Organisations that the student's attend after leaving us
- schools that the students attend after leaving us and alternative providers whilst remaining on our roll
- the local authority
- the Department for Education (DfE)
- the Catholic Archdiocese of Birmingham

- NHS and school nurse service
- Birmingham Children’s Trust (where required)
- Educational software providers (such as Education City, who use the data to create student user accounts)
- Examination Boards and other performance tracking organisations (Fischer Family Trust)
- Social Services
- Health and social care providers
- The Police
- System service providers eg SIMS, SISRA, ParentPay, Group Call, MyEd,
- Trusted partners working directly with the school (e.g. Connexions, Malachi Trust, Education Psychology Service, Forward Thinking Birmingham)

### ***Why we share student information***

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students’ 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 students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (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>.

## **Youth support services**

### **Students aged 13+**

Once our students reach the age of 13, we also pass student information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child’s name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

### **Students aged 16+**

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

## The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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 students 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 Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

The department may share information about our students 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 student 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 student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

***Requesting access to your personal data***

Under data protection legislation, parents and students 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 Carole Bent  
St Francis Catholic Primary School.

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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: Karen Dardis  
St Francis Catholic Primary School, Mill Road, Shelfield, Walsall, WS4 1RH

Email: [postbox@st-francis-p.walsall.sch.uk](mailto:postbox@st-francis-p.walsall.sch.uk)