St Matthew's CE (Aided) Primary School and Nursery Centre

Privacy Notice

(How we use pupil, parent, carer information)

Privacy Notice (How we use pupil information)

At St Matthew's Primary school, we are committed to protecting the privacy and rights of all our pupils. This notice explains how we collect, use, store, and share pupil information to support teaching and learning,

safeguard children, and meet our legal obligations. We only use pupil data in ways that are necessary, proportionate, and in line with statutory requirements, and we ensure that information is always handled securely and responsibly. We also collect data about parents, carers and emergency contacts that are linked to a pupil.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as gender, age, ethnicity, nationality, language, country of birth, religion and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as EYFS, Key Stage 1, and phonics results and any other relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and activities (such as parent/carer permission, medical consent and trip pick-up/drop-off arrangements)
- catering and free school meal management (such as meal preferences and choices (e.g., vegetarian, halal, portion sizes, school meal payments, subsidies, bursary information and attendance of meals e.g. who takes which meal, daily registers for catering)
- admissions information (both for being admitted to our school and leaving our school and for any admissions or school to school related enquiries and data sharing)

This list is not exhaustive, to access the current list of categories of information we process please see www.stmatthewscofe.com.

Why we collect and use pupil information

At St Matthew's Primary School, we collect and use pupil information to ensure that we can provide the best possible education and care. The purposes for which we process this data include:

- Supporting teaching and learning.
- Monitoring and reporting on pupil progress and attainment.
- Providing appropriate pastoral care and safeguarding pupils.
- To support pupil health and wellbeing.
- To keep children safe (food allergies, medical conditions, emergency contact details, risk assessments and safeguarding information).
- Assessing the quality of our services.
- Administering admissions, attendance, and statutory returns.
- Managing trips, activities, and events.
- Providing catering and managing free school meal eligibility.
- Communicating effectively with parents and carers.
- To meet the statutory duties placed upon us for DfE data collections.

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

We collect and use pupil information, for the following purposes:

- For the purposes of supporting teaching and learning, providing appropriate pastoral care and supporting pupil health and wellbeing. Ensuring St Matthew's is keeping children safe in accordance with the legal basis of consent.
- For the purposes of monitoring and reporting on pupil attainment, supporting learning, providing appropriate pastoral care, promoting pupil health and wellbeing, ensuring children are kept safe, and fulfilling the statutory duties required of us through Department for Education (DfE) data collections, in accordance with the lawful basis of legal obligation.
- For the purposes of providing pastoral care, promoting pupil health and wellbeing, and ensuring the safety of children, in accordance with the lawful basis of vital interests.
- For the purposes of supporting pupil learning, monitoring and reporting on attainment, delivering pastoral care, promoting pupil health and wellbeing, safeguarding children, meeting our statutory duties for Department for Education (DfE) data collections, and evaluating the quality of our services, in accordance with the lawful basis of public task.
- For the purposes of assessing the quality of our services and school performance in accordance with the legal basis of Public Task (Article 6(1)(e); Education Act 2005).
- For the purposes of providing catering and managing free school meal eligibility in accordance with the legal basis of Legal Obligation (Article 6(1)(c); Education Act 1996). Where dietary or allergy information is processed, the lawful basis is Special Category Data – Explicit Consent (Article 9(2)(a)).
- For the purposes of communicating effectively with parents and carers in accordance with the legal basis of Public Task (Article 6(1)(e))

Conditions for Processing Special Category Data (GDPR Article 9)

We may process special category personal data under the following conditions:

Conditions a, c, f, h, i and j of GDPR - Article 9 where:

- **(a) Explicit consent** – where the individual has given clear and specific consent for their data to be processed for one or more defined purposes.
- **(c) Vital interests** – where processing is necessary to protect the life or vital interests of the individual or another person, particularly where the individual is unable to give consent.
- **(f) Legal claims** – where processing is required for the establishment, exercise, or defence of legal claims, or when courts are acting in their judicial capacity.
- **(h) Health and social care** – where processing is necessary for preventative medicine, medical diagnosis, or the provision of health or social care services and systems.
- **(i) Public health** – where processing is necessary for reasons of public interest in the area of public health.
- **(j) Archiving, research, and statistics** – where processing is necessary for archiving in the public interest, or for scientific, historical research, or statistical purposes.

Collecting pupil information

We collect pupil information through registration forms completed at the start of the school year, via a Common Transfer File (CTF) or secure electronic transfer from a pupil's previous school. In addition, we may receive information directly from the local authority or the Department for Education (DfE).

Pupil data is essential for the schools' operational use. Whilst the majority of information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation,

we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please ask to see our data retention schedule.

Pupil data is held on secure Information Management System.

Pupil files are held safe in locked cupboards with limited access.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the NHS – School Nurse
- The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England.
- St Matthews School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. (The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained).
- The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by conducting research or analysis. Producing statistics, providing information, advice or guidance.

Why we regularly 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.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework. For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

The UK-GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact Miss Jayne O'Connell, St Matthew's CE (Aided) Primary School and Nursery Centre, Church Road, Donnington Wood, Telford TF2 7PZ telephone 01952 386260 or email A3358@telford.org.uk You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

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 raise a concern with ICO.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Miss Jayne O'Connell, St Matthew's CE (Aided) Primary School and Nursery Centre, Church Road, Donnington Wood, Telford TF2 7PZ telephone 01952 386260 or email A3358@telford.org.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

Contact

If you would like to discuss anything in this privacy notice, please contact: Miss Jayne O'Connell, St Matthew's CE (Aided) Primary School and Nursery Centre, Church Road, Donnington Wood, Telford TF2 7PZ telephone 01952 386260 or email A3358@telford.org.uk

How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-forschools

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupildatabase-npd-privacy-notice/national-pupil-database-npd-privacy-notice

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities

- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: https://www.gov.uk/government/publications/dfeexternal-data-shares

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personal-informationcharter

or

https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-yourpersonal-information#your-rights

To contact the Department for Education (DfE): https://www.gov.uk/contact-dfe