St Paul's CE Primary School
Data Privacy Notice
Pupils

If you would like to discuss anything in this privacy notice, please contact

Data Protection Officer: **Data Protection Education Ltd**

Telephone: 0800 0862018

Email: dpo@dataprotection.education

If you would like a copy of any documentation, please contact our school office: **admin@stpauls.brighton-hove.sch.uk**

We may need to update this privacy notice periodically. If you are reading a printed version of this document, we recommend that you check with our school office or on our website, www.stpaulsbrighton.co.uk, to ensure that you have the most up-to-date version. This version was produced in January 2025.

January 2025

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Purpose of this document

You have a legal right to be informed about how St Paul's CE Primary School uses any personal information that we hold about you. To comply with this, we provide a privacy notice (this document) to you, where we are processing your personal data.

St Paul's CE Primary School is the 'data controller' for the purposes of data protection law. This notice describes how we collect, store and use personal data about pupils at our school like you. As a 'data controller', we are responsible for deciding what data is collected and how it is processed.

Under the Data Protection Act 2018 and the UK GDPR, we must abide by the principle of transparency and the right of data subjects to be informed about how their data is processed.

This document provides such information. It will be updated from time to time and updates will be communicated to the relevant data subjects.

It is your duty to inform us of changes.

We are registered with the Information Commissioner's Office, registration number Z9943950.

The categories of pupil information that we collect and process include:

- personal identifiers and contacts (such as name, date of birth, unique pupil number, parent/guardians' contact details and address);
- characteristics (such as ethnicity, language, and free school meal eligibility);
- safeguarding and child protection information and incidents (such as court orders and professional involvement);
- special educational needs information including the needs and ranking, education health plan details and outside agency involvement;
- health and medical information and administration (such as doctor's information, child health, dental health, allergies, medication, dietary requirements, health care plan);
- attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended);
- assessment and attainment (such as KS1, KS2 and phonics results, in school testing, results from previous schools attended);
- behavioural information (such as achievements, exclusions and any relevant alternative provision put in place);
- photographs and video clips (including individual photographs for identification purposes, in school displays, archive records and website);
- catering and free school meal management;

- health & safety records of accidents and incidents;
- parent/carer payment information relating to school trips and activities and other school sales;
- pupil attendance at after school clubs;
- we record CCTV for the safety and security of everyone in the school.

This list is not exhaustive

Why we collect and use this information

We collect and use pupil information for the following purposes:

- for pupil admission and administration;
- to support pupil learning;
- to support pupil welfare;
- to monitor and report on pupil attainment and progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to process any complaints;
- to comply with the law regarding data sharing;
- to keep children safe (food allergies, or emergency contact details);
- to comply with the law and regulations regarding safeguarding children;
- to protect vulnerable individuals;
- for the prevention and detection of crime;
- to meet the statutory duties placed upon us for the Department for Education (DfE) data collections.

Our lawful basis for using this data

We will only collect and use your information when the law allows us to. We need to establish a lawful basis to do this. Under the UK General Data Protection Regulation (UK GDPR), our lawful basis for processing your personal information can be seen below:

- we collect and use pupil information under a task performed in the public interest where it relates to a child's admission and educational progression;
- we collect and use pupil information under a task performed in the public interest, to enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate;

- we will use photographs, audio and video recordings of pupils for official or educational purposes under a task performed in the public interest. For example, we will hold photos of pupils on our Mangement Information Systems for safeguarding reasons and to enable us to perform our legal duties. We will also use them for assessment purposes and as a record of work done in individual books, journals and portfolios. We may use them for presentations and assemblies. Some photographs and videos are used only after gaining explicit consent;
- where medical data is being processed, this is processed under a legal obligation (Children and Families Act 2014 which includes a duty on schools to support children with medical conditions);
- safeguarding data is processed under the legal obligation of The Education Act 2002. Sections 21 and 175, which detail how governing bodies of schools must promote the well-being of pupils and take a view to the safeguarding of children at the school;
- we collect and process pupil information to perform our official function (public task);
- where it is carried out as a task in the public interest such as equal opportunities monitoring, for child protection purposes or where otherwise authorised by law, such as Departmental Censuses as required in the Education Act 1996.

Where you have provided us with consent to use your personal information, you may take back this consent at any time. We will make this clear when requesting your consent and explain how you withdraw your consent if you want to.

Our basis for using special category data

In addition, we will on occasion, need to process special category personal data such as ethnicity, health or religious data, in accordance with rights or duties imposed by law in the public interest or by explicit consent where required. For example;

- we collect sensitive data such as ethnicity and religious data to enable us to provide for example: pastoral care (in accordance with the Education Act 2002), school census data (in accordance with the Education Act 1996) and information about individual pupils if requested under The Education (Information about individual pupils) Regulations 2013;

- The Children and Families Act 2014, includes a duty on schools to support children with medical conditions. We collect details of any medical condition affecting an individual and hold their photo on any medical care plans, so that we can take appropriate action in the event of an emergency, incident or accident. We may only need to disclose this or any other relevant information where it is in the individual's interest to do so, for example for medical advice, safeguarding or to caterers who need to be made aware of any dietary or medical needs;

- The Equality Act 2010 (England, Scotland and Wales) requires us to make reasonable adjustments to ensure that children and young people with a disability are not put at a

substantial disadvantage compared with their peers. We collect details of any disability affecting an individual, so that we can take appropriate action;

- Section 3 of the Children Act 1989 places a duty on a person with the care of a child to do all that is reasonable in the circumstances for the purposes of safeguarding the child;

- Education Act 1996, relating to attendance at school.

For special category data (sensitive personal information) we only collect and use it when we have both a lawful basis as set out above and one of the following conditions for processing, as set out in data protection law:

- where we have obtained your explicit consent to use your information in a certain way;
- when we need to use your information under employment, social security, or social protection law;
- when we need to protect an individual's vital interest (i.e. protect your life or someone else's life) in situations where you are physically or legally incapable of giving consent;
- where the information has already been made obviously public by you;
- when we need to use it to make or defend legal claims;
- when we need to use it for reasons of substantial public interest as defined in legislation;
- where we need to use it for health and social care purposes and it's used by, or under the direction of, a professional obliged to confidentiality under law;
- where we need to use it for public health reasons and it's used by, or under the direction of, a professional bound by confidentiality under law; and
- when we need to use it for archiving purposes, scientific or historical research purposes, and/or for statistical purposes, and the use is in the public interest.

For criminal offence data, we will only collect and use this type of personal information when we have both a lawful basis as set out above and a condition for processing as set out in data protection law. Conditions include:

- we have obtained your consent to use it in a specific way;
- we need to protect an individual's vital interests (i.e. protect your life or someone else's life) in situations where you are physically or legally incapable of giving consent;
- the data concerned has already obviously been made public by you;
- we need to use it as part of legal proceedings, to obtain legal advice or to make or defend against legal claims; and
- we need to use it for reasons of substantial public interest as defined in legislation.

Collecting and storing pupil information

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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.

We collect pupil information in multiple ways:

- transfer of electronic and physical data from another setting (such as a previous school);
- information given to us by the pupils in the school (such as in work or behaviour reports);
- information given to us by a parent or carer (such as information required when a child starts school);
- medical forms for school trips; and
- information provided to us from external agencies and organisations (such as the Local Authority or other professionals working with the individual).

Where we collect and hold pupil information, we endeavour to ensure all appropriate technical and organisational measures are in place to keep the data secure. Data will be kept for the duration as documented in our Retention Schedule, which can be requested by contacting our school office.

CCTV recording and monitoring is in use on-site. Please see the organisational CCTV policy for further details. This can be requested from our School Office.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us;
- our local authority;
- examinations bodies;
- admissions authorities;
- the Department for Education (DfE);
- suppliers that we have contracted with to provide educational services and those related to the operations of the school (see Appendix 1);
- examination boards;
- the police, when investigating or preventing crime;
- courts and tribunals, when ordered to do so under the law;
- the pupil's family and authorised representatives;
- health and welfare organisations;

- statutory research bodies;
- regulators, such as Ofsted or the Information Commissioner's Office, when required to do so;
- auditors and other professional bodies;
- our local authority school meals team and their contractor;
- Patcham High School IT Department for the purposes of IT Management;
- organisers of residential trips (e.g. Hindleap Warren).

Why we 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.

Where we share with third-party services, this will be in line with data protection law and specified in the agreements with those third-parties.

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 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 Appendix 2 'How the Government uses your data'.

For privacy information on the data the Department for Education collects and uses, please see: https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3

The Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- used lawfully, fairly and transparently;
- collected and used only for the specific, explicit and legitimate purpose they have been collected for and not for any other purposes;
- adequate and relevant and limited only to what is necessary;
- accurate and kept up to date;
- kept only as long as necessary; and
- kept securely, using appropriate technical and/or organisation measures.

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, please contact the school office: admin@stpauls.brighton-hove.sch.uk or our Data Protection Officer: dpo@dataprotection.education.

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;
- right to data portability;
- 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.

The Data Protection Officer (DPO) is in a position to ensure your rights are supported. To contact the DPO or to make a right of access request (subject access request) use the contact details on the front of this notice.

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 Appendix 2 'How Government uses your data'.

Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. Please let us know by contacting the School Office: admin@stpauls.brighton-hove.sch.uk.

Concerns about how your personal data is handled

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance using the contact information on the first page of this document.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see Appendix 2 'How Government uses your data'.

If you are dissatisfied, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

Appendix 1: Suppliers that we have contracted with, and who we share pupil information with, to provide educational services and those related to the operations of the School

- Arbor (Management Information System where all pupil records are held)
- ClassDoJo (messaging system)
- Crick Software – Clicker 8 (Educational Support)
- CPOMS (Child Protection and Safeguarding Management System, Behavioural Records)
- Edukey (learning plan/provision map writer. SEN data/interventions/support)
- Education Shed – Spelling Shed (educational support)
- Google Classroom (remote learning)
- Juniper – Target Tracker (assessment resources)
- Maths Circle Ltd - Times Tables Rockstars (educational support)
- New Era Education - School Ping (communicating with Families and Parents Evening booking system)
- ParentPay (Collection of payments for school meals and payments/consent for school trips, clubs and events)
- School Photographer (official pupil image for MIS and for sale to Families)
- StudyBugs (collection of pupil attendance data)
- The Foundation Stage Forum – Tapestry (recording information)
- 2Simple – Purple Mash (computing and digital learning)

Appendix 2: 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-for-schools

The National Pupil Database (NPD)

Much of the data about pupils in England is held in 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. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).

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.

To find out more about the NPD, go to https://find-npd-data.education.gov.uk/

Sharing by the Department for Education (DfE)

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 the Home Office and the Police, please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

How to find out what personal information the 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-information-charter

or

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

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