



## Privacy notice for pupils and their families

The categories of personal information that we process include the following:

- Personal identifiers and contacts – e.g. name, unique pupil number, contact details and address
- Characteristics – e.g. ethnicity, language and eligibility for free school meals
- Safeguarding information – e.g. court orders and professional involvement
- Special educational needs and disabilities (SEND) information – e.g. any needs the pupil has
- Medical and administration – e.g. doctors information, your health, allergies, medication and dietary requirements
- Attendance – e.g. sessions attended, number of absences, reasons for absences and any previous schools the pupil has attended
- Assessment and attainment – e.g. any relevant test and exam results
- Behavioural information – e.g. exclusions and any relevant alternative provision put in place

This list is not exhaustive.

We collect and use your information for the following reasons:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet legal duties placed on us by the government

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of supporting pupil learning, in accordance with the legal basis of public task

We collect your personal information via the following methods:

- Local Authority School Application Documentation
- School specific registration forms
- Common Transfer File (CTF) from your previous school
- Child protection plans

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

We hold your personal information securely for the set amount of time shown in the school's Records Management Policy.

For more information about how we keep your information safe, please speak to the Data Protection Officer Mrs Field.

We routinely share your information with:

- The LA
- The DfE
- Schools that you go to after leaving us
- Youth support services
- Medical Services if seeking medical assistance

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

### **Youth support services**

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

Sharing this information allows them to provide the following services:

- Youth support services
- Careers advice
- Post-16 education and training providers

The information we share is limited to the pupil's name, address and date of birth; however, where a parent has provided their consent, other relevant information will be shared – this right to consent is transferred to pupils once they reach 16-years-old.

### **Department for Education (DfE)**

The DfE collects personal information from us through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE. Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

### **Sharing by the DfE**

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of pupils
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to detecting a crime. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you
- Object to the processing of your information that is likely to cause, or is causing, damage or distress

# St. Gregory's Catholic High School



- 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
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information that we have about you, please contact Mrs Field by emailing [pfield@stgregoryshigh.com](mailto:pfield@stgregoryshigh.com).

If you are concerned about the way we are collecting or using your information, please raise your concern with Mrs Field in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

If you require further information about how we and/or the DfE store and use your personal data, please visit the Gov.UK [website](#), or download our GDPR Data Protection Policy and Records Management Policy.