



SAINT JOHN'S

Privacy Notice – School Families

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| Designated Member of Staff | Deputy Head Teacher |
| Committee with responsibility | Resources |
| Date of Issue | Autumn 2023 |
| Frequency of Review | Annual |

| Issue | Issue Date | Summary of Changes |
|-------|----------------|---|
| 1 | October 2023 | Issuing of a new policy through SchoolPro |
| 2 | September 2024 | Review of policy – no key changes |
| 3 | April 2026 | Review of policy – small changes made |
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Introduction

At Saint John's, we aim for everyone to flourish and therefore all policies are set up to support pupils and staff, as well as families, to feel safe in school.

This abridged policy is written in conjunction with our Data Protection Policy.

How we use parent/carer and pupil information

This Privacy Notice explains how and why we store personal information about pupils and parents/carers. It provides a guide to parents/carers about our legal obligations and their own rights. Like any organisation which handles personal data, our school is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act and UK General Data Protection Regulation. For the full Privacy Notice or to access the current list of categories of information we process, please contact the school directly.

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|--------------------------------------|--|---|
| For all pupils | Personal Information | Name, Date of Birth, Gender, Year Group, Class, Address, Contacts Dietary needs, dietary preferences Medical practice address and telephone number Medical conditions |
| | Characteristics | Ethnicity, language, nationality, country of birth |
| | Attendance Information | Sessions attended, number of absences, reasons for absence |
| | Academic attainment and progress records | Teacher Assessment grades Statutory assessment results Standardised score results Learning journey evidence (photographs and annotations) Other photographic evidence of learning Reports to parents (mid-year and end of year) |
| | Other | Pupil Surveys Incidental evidence of pupils' successes (certificates, photographs, named trophies, celebration events) |
| For some pupils (only if applicable) | Other | Free School Meals eligibility Court Orders Other pupil premium eligibility (such as if the child is looked after) Safeguarding records (incidents, external agency reports Special Educational needs records (professional assessments, external professionals' reports, referrals for external support) Pastoral records (referrals for support both internal and external, notes of discussions with pupils, pupils' jottings of thoughts and feelings) Exclusion information Behaviour incident records |
| All Parents/Carers* | Personal Information | Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts) Free school meals eligibility evidence |
| | Other | Parents' surveys Letters sent to school Emails sent to school Financial payments, including debt (both manual and electronic) |

*this refers to those with legal responsibility for the child

Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

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

- To support pupil learning
- To monitor and report on pupil progress
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care
- Informing decisions such as the funding of schools
- Assessing performance and to set targets for schools
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy
- To comply with the law regarding data sharing
- To meet the statutory duties placed upon us for DfE data collections

We use parents' and carers' data:

- To assess the quality of our services
- To comply with the law regarding data sharing
- To ensure financial stability

Under the UK General Data Protection Regulation (UK GDPR), the legal bases we may rely on for processing personal information for general purposes are:

(a) Consent: parents have given consent to the processing of his or her personal data or child's personal data for one or more specific purposes;

(c) Legal Obligations: processing is necessary for school to be compliant with a legal obligation;

(d) A Duty to Safeguard: processing is necessary in order to safeguard or protect the data subject or children;

(e) Public Task: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the school;

(ea) processing is necessary for the purposes of a recognised legitimate interest;

(f) Legitimate Interests: processing is necessary for the purposes of the legitimate interests pursued by the school or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. Saint John's will work within the conditions of [GDPR - Article 9 of the UK GDPR](#): (9.2a) explicit consent; (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law; (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person; (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest; (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

How we collect & store pupil information

We collect pupil information via admission forms at the start of the school year or Common Transfer Files (CTFs) or secure file transfer from the previous setting if children are joining mid-year. We may also collect data from you directly.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil 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.

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 contact the school office.

Who we share pupil information with

We routinely share pupil information with the following organisations. Our Data Protection Policy explains the reasons why we share data with these organisations:

- Schools that the pupil attends after leaving us
- Our local authority
- The Department for Education (DfE)
- Standards and Testing Agency (STA)
- Children's Social Care (when safeguarding pupils' welfare)
- External professionals who visit school (such as Educational Psychologists)
- Law enforcement officials such as the Police
- The NHS
- Suppliers and service providers with whom we have a contract
- Voluntary organisations linked to the school

Requesting access to your personal data

Under data protection legislation, parents and pupils 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 the Headteacher or Data Protection Officer, whose details can be found at the end of this policy.

Depending on the lawful basis used for processing data (as identified above), you may also

have other rights as per the UK GDPR:

- 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 personal information we have about you – this is called 'right of access', this is also known as a subject access request, 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 portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- 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.

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 contact the school office.

Contact

Data Protection Officer (DPO): DPO@schoolpro.uk

You can also contact the Information Commissioner's Office: <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice or require any assistance, please contact:

School office: admin@st-johns-pri.gloucs.sch.uk or 01242 523786