



Privacy Notice

St Anne's CE Primary School holds the legal right to collect and use personal data relating to pupils and their families, and may also receive information regarding them from their previous school, LA and/or DFE. Personal data is collected and used in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of GDPR
- Education Act 1996
- Regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you if your consent is needed and how the data will be used.

What is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information (eg. name, pupil numbers, addresses)
- Characteristics of data (eg. ethnicity, language, nationality, free school meal eligibility)
- Attendance information
- Assessment information (national curriculum test results)
- Relevant medical information
- Information relating to SEND
- Behavioural information

How long is data stored?

Personal data relating to the pupils at St Anne's CE Primary School and their families is stored in line with the school's Data Protection Policy and the IRMS retention schedules.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Sharing information

The school routinely shares information with:

- The DFE
- Our local authority
- Schools that the pupils attend after leaving us
- The NHS (incl. school nurse)
- Children's Social Care (where requested to protect a child)

The National Pupil Database (NPD) is managed by the DFE and contains information about pupils in the schools in England. St Anne's CE Primary 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 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
- Providing statistics
- Providing information, advice or guidance

The DFE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

St Anne's CE Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

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 Data Protection Officer, St Anne's CE 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 breach of the Data Protection regulations.

If you have a concern about the way your personal data is being collected and/or used, we request that you raise your concern with school in the first instance. Alternatively, you can contact the Information Commissioner's Office on 0303 123 1113 or <https://ico.org.uk/concerns>