



ST. MARY'S CATHOLIC PRIMARY SCHOOL

HEADTEACHER – Miss NICOLA SLACK

BA (Hons), MEd, PGCE, PPQH

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Privacy notice for Parents / Carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how St Mary's Catholic Primary School, Buckfast, as part of Plymouth CAST multi-academy trust, collects, stores and uses personal data about **pupils**.

Our Details

We are: St Mary's Catholic Primary School, Buckfast Road, Buckfast TQ11 0EA

We are part of Plymouth CAST Multi-Academy Trust, St Boniface House, Ashburton, Newton Abbot TQ13 7JK

Information Commissioner's Office Registration Number: ZA022556151412019

Our Data Protection Officer is: Matthew Barnes, Deputy Director of Education, Plymouth CAST

Plymouth CAST are the 'data controller' for the purposes of data protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, religion, eligibility for free school meals, or special educational needs
- Exclusion information and details of behavioural issues
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.



Why we use this data

We use this data to:

- Contact parents / carers
- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Ensure proper management of school trips and afterschool clubs and activities
- Administer admissions waiting lists
- Publicity
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

In addition, Personal Data will be collected and /or processed for the purposes of relevant contracts for the provision of services which are paid for. This may include but is not limited to:

- the provision of music tuition;
- school trips;
- entering students for examinations.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. If consent is the only legal basis for processing and has been given then this may be revoked in which case the Personal Data will no longer be collected/processed.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How data will be processed

Personal Data may be processed in a variety of ways; this will include but is not limited to:

- maintaining written records for educational purposes;
- medical or allergy information displays;
- identification;
- sending by e-mail;
- adding to spreadsheets, word documents or similar for the purposes of assessing Personal Data;
- for educational software use (this could be for the purposes of helping children learn, discipline, reports and other educational purposes).



How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Paper copies of Personal Data are kept securely at the schools; for example, in secure filing cabinets. Electronic copies of Personal Data are kept securely and information will only be processed where we are satisfied that it is reasonably secure. All electronic information you provide to us is stored on secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. You must not share your password with anyone.

When giving Personal Data to third parties (for example, software providers) it is possible that this Personal Data could be stored in a location outside of the European Economic Area. We will take all steps reasonably necessary to ensure that your Personal Data is treated securely and in accordance with this privacy policy. In particular, any transfer of your Personal Data made by us to a location outside of the EEA will be governed by clauses in a written contract in order to keep these secure.

How long we keep data

We will only retain Personal Data for as long as is necessary to achieve the purposes for which they were originally collected. Our record retention schedule is based on the Information Management Toolkit for Schools produced by the Information and Records Management Society and this sets out how long we keep information about pupils. You can view a copy of this toolkit online at www.irms.org.uk. Once the retention period concludes the data is securely and safely destroyed / deleted.

Data sharing

Personal Data will be accessible by members of staff. Where necessary, volunteers, trustees and governors will also have access to Personal Data. We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – on a statutory basis, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring.
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator - OFSTED
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations/ auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies



National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years' census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents / carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer, Plymouth CAST. We will aim to respond to that request within one month. If responding to your request will take longer than a month, or we consider that an exception applies, then we will let you know.

There is no automatic legal right of access for parents / carers to their child's **educational record**. Requests for this information will be dealt with on a case by case basis. Please put your request in writing to our Data Protection Officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Be informed about the collection and use of your Personal Data
- Object to the use of personal data if it would cause, or is causing, damage or distress



- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please write to our Data Protection Officer courtesy of the Head Teacher at St Mary's Catholic Primary School, Buckfast.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- ICO email: casework@ico.org.uk
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Changes to this notice

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This privacy policy was last updated on 12th June 2018

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer courtesy of the Head Teacher at St Mary's Catholic Primary School, Buckfast.

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.

