

SAINT BEDE'S CATHOLIC HIGH SCHOOL
LYTHAM



Privacy Notice



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Introduction

Personal information is classified as any information that can be used to identify an individual.

Saint Bede's Catholic High School is the data controller of the personal information you provide to us. This means that the school determines how your personal data is processed and for what purposes. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

This Privacy Notice provides a guide to parents/carers about our legal obligations and their own rights.

This Privacy Notice is subject to change. Please see our website at www.stbedeslytham.lancs.sch.uk

Categories of information

The categories of pupil information that we collect, hold and share include the following:

Personal Information	Name, date of birth, gender, year group, class, Unique Pupil Number, address, contacts, Dietary needs and preferences Medical practice address and telephone number Medical conditions School History (previous and future schools)
Characteristics	Ethnicity, language, nationality, country of birth
Attendance Information	Sessions attended, number of absences, reason for absence
Academic Attainment and Progress Records	Teacher assessment grades Statutory assessment results Standardised score results Photographic evidence of learning Reports to parents (end of year)
Other	Pupil achievement awards and evidence(certificates, named trophies, photographs, celebration events) Pupil surveys
Other (not applicable to all pupils)	Free school meal eligibility, Pupil Premium eligibility Safeguarding records (incidents, external agency reports) Court Orders Special Educational Needs (SEND) records (professional assessments, external professional's reports, referrals for external support) Pastoral records (referrals for support both internal and external, notes of discussions with pupils) Behaviour incident records Exclusion information

The categories of parent/carer information that we collect, hold and share include the following:

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	Letters sent to school Emails sent to school Financial payments, including account arrears (manual and electronic) Parent surveys

Reasons for collection

Saint Bede's Catholic High School holds the legal right to collect and use personal data relating to pupils and their families. We may also receive pupil information from their previous school, the LA and/or the DFE. This is collected and used for the following reasons:

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

Lawful basis

We must make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data and that if we share it with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources including:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- The Education (School Performance Information) (England) Regulations 2007
- Regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

Under the GDPR, processing of the data held is lawful if one or more of a number of lawful bases applies. The bases that we rely on for processing pupil information, which is collected and used for the reasons listed above, are as follows:

- **Consent:**
 - parents have given clear consent for us to process their (and their child's) personal data for the purpose indicated above
- **Public Task:**
 - collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- **Vital Interests:**
 - to keep children safe (food allergies, or medical conditions) i.e. if we are required to share medical history information with the emergency services in the event of an accident or to other agencies when a child may be in danger
- **Legal Obligation**
 - data collected for DfE census information that we are required by law to submit.

In addition, concerning any special category data e.g. data relating to ethnic origin, data concerning health, one or more of the following conditions applies:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/?q=Article+9>

Collecting pupil information

We obtain pupil information using software written specifically for the task and which has been certified as being secure. Parents are sent a log in and password to enable them to input data relating to their child e.g. contact, medical, ethnicity details etc. In addition, when a child joins us from another school, we are sent a secure file containing relevant information.

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

All confidential information is kept secure either on encrypted, password-protected devices or paper copies kept on the school site. Once the deadline for retaining information has passed, data stored electronically is deleted and paper copies destroyed.

Sharing pupil information

As standard practice in all schools we share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Children's Social Care
- External professionals who visit school
- Supplier and service providers with whom we have a contract
- Educational research of external organisations who are compliant with GDPR
- Voluntary Organisations linked to the school

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.

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 DfE under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data Collection Requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NDP)

The National Pupil Database (NPD) is owned and managed by the Department for Education 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. 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Access to your personal data

Under data protection legislation, parents and students 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

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at: <https://ico.org.uk/concerns/>

Contact

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

Head Teacher:	Mr. Paul Marsden
Telephone:	01253 737174
The School Data Protection Officer:	Mr. Reuben Gabrasadig
Contact details of DPO:	01253 737174 rgabrasadig@stbedeslytham.sch.lancs.uk

Report Review and Sign-off

Report approved by:	Headteacher and Governing Body
Review date:	12/05/2023
Next review date:	12/05/2024
DPO:	Mr. Reuben Gabrasadig
Headteacher's Name:	Mr. Paul Marsden
Chair of Governors Name:	Mr. Ian Gili-Ross