



CORPUS CHRISTI CATHOLIC HIGH SCHOOL

Together in One Body

# PRIVACY POLICY

January 2023

Approved: Awaiting Approval (Due Spring 2023) | Review: January 2024

## Privacy Notice (How we use pupil information)

Pupil information is used within school for a number of reasons. To meet our legal requirements, provision of individual services and the teaching and learning activities of the school.

## Why do we collect and use pupil information?

We collect and use pupil information under GDPR Article 6c *“processing is necessary for compliance with a legal obligation to which the controller is subject”* and Article 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”*

We use the pupil data:

- to support pupil learning
- 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
- to determine and record attendance
- provide accounts for library lending and dining facilities using biometrics
- School Census: The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.

The categories of pupil information that we collect, hold and share include but are not limited to:

- Personal information such as name, unique pupil number and address
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility, some of which fall under the designation of ‘special category data’
- Attendance information such as sessions attended, number of absences and absence reasons.
- relevant medical information
- special educational needs information
- assessment information
- behavioural information

## Collecting pupil 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

We hold pupil data for ten years from the date of leaving, SEN data is held for a further 15 years and safeguarding data is retained permanently. On expiry of these timescales the relevant data will be deleted or destroyed in a secure manner

## Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil’s attend after leaving us
- our local authority
- the Department for Education (DfE)

- 3<sup>rd</sup> party providers of school services (Listed in Appendix A)

### Aged 14+ qualifications

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

### 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 Department for Education (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>.

### Youth support services

#### What is different about pupils aged 13+?

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

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent / guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

### Our pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

## The National Pupil Database (NPD)

The 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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <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 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: and
- 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 the following website:

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

To contact DfE: <https://www.gov.uk/contact-dfe>

### 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 school Data Protection Officer who will provide a subject access request form.

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 a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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 the school.

## Appendix A

Wonde: Encrypted data controls for Safeguard and Toot Toot Software

St John's Innovation Centre, Cowley Road, Cambridge, Cambridgeshire, England, CB4 0WS and Furlong House. 2 Kings Court, Newmarket. CB8 7SG

<https://wonde.com/>

Eclipse: Learning resource centre loan software

Arden House. Shepley Lane. Hawk Green. Marple. Stockport. Cheshire. SK6 7JW.

<http://www.microlib.co.uk/products/Eclipse.aspx>

Safeguard: Secure, limited access site for recording incidents

Safeguard Software. Lancaster House. Amy Johnson Way. Blackpool. FY4 2RP

<https://safeguard.software/>

Tempest: School photographs

H Tempest Limited. St. Ives. Cornwall. TR26 3HU

<https://www.tempest-photography.co.uk/gdpr>

SISRA: Assessment data analysis tool

SISRA Ltd 145 Edge Lane, Liverpool, L7 2PF

<https://www.sisraanalytics.co.uk>

Synergy- Class management software

School Synergy Limited, 9 Lockside Office Park, Lockside Road, Preston, PR2 2YS

<https://www.schoolsynergy.co.uk/about-us/policies-data>

The Careers and Enterprise Company: Careers guidance software

27 Clerkenwell Green, London, EC1R 0DE

[www.careersandenterprise.co.uk](http://www.careersandenterprise.co.uk)

Groupcall – Library management system

2 Darker Street, Leicester, United Kingdom, LE1 4SL

<https://www.groupcall.com/addendum>

Parent Pay

Ricoh Arena Phoenix Way, Coventry CV6 6GE

<https://www.parentpay.com/privacy-policy/>

Vericool – Cashless Dining

Unit 6, Cirrus Court, Glebe Road, Huntingdon, Cambs, PE29 7DL

[https://www.vericool.com/Data\\_Protection\\_and\\_Privacy.php](https://www.vericool.com/Data_Protection_and_Privacy.php)