



**Havering**  
LONDON BOROUGH



<b>Name of School</b>	<b>St Joseph's Catholic Primary School</b>
<b>Policy review Date</b>	<b>Spring 2023</b>
<b>Date of next Review</b>	<b>Spring Term 2024</b>

## **Privacy Notice for parents and carers – Use of your Child's data.**

**St Joseph's is a joyful community which follows the example of Jesus, helping, accepting and respecting everyone, as we learn and grow together, safe in His love.**

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.

St Joseph's Catholic Primary School is 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, eligibility for free school meals, or special educational needs
- Exclusion information
- 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 (incl 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:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing

## **Use of your Child's personal data for marketing purposes**

Where you have given us consent to do so, we may use your child's photograph to promote school events, campaigns or charitable causes. You can withdraw your consent or 'opt out' by emailing the school office [office@st-josephs.havering.sch.uk](mailto:office@st-josephs.havering.sch.uk)

## **Use of your child's personal data in automated decision making and profiling**

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## **Our lawful 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)

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.

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.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local authorities
- Government department or agencies
- Police forces, courts, tribunals

## 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.

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer need it.

## Data sharing

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, London Borough of Havering, to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- Catholic Education Services
- 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 ie sQuid (catering).
- Financial organisations
- Central and local government
- Our auditors
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- 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.

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 <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data> (please note that this document is currently subject to updates).

## Transferring data internationally

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.

## Your rights

You have a right to make a 'subject access request' to gain access to personal information that we hold about your child.

If you make a subject access request, and if we do hold information about your child, we will (subject to any exemptions that apply):

- 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

You also have the right for your child's personal information to be transmitted electronically to another organisation in certain circumstances. You can access St Joseph's Subject Access Request Form via the school's website: <https://st-josephs-upminster.net/wp-content/uploads/2018/05/Pupil-subject-access-request-form2018-ver-1.pdf>

Please forward this to the school marked for the attention of the Data Protection Officer or email [dpo@st-josephs.havering.sch.uk](mailto:dpo@st-josephs.havering.sch.uk)

Parents/carers also have a legal right to access to their child's **educational record**, <https://st-josephs-upminster.net/wp-content/uploads/2018/05/Pupil-educational-access-request-form-2018.pdf>

Please forward this request to school marked for the attention of the Head Teacher or email [office@st-josephs.havering.sch.uk](mailto:office@st-josephs.havering.sch.uk).

## Other rights

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- 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 our 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 St Joseph's and mark it for the attention of the Data Protection Officer or email [dpo@st-josephs.havering.sch.uk](mailto:dpo@st-josephs.havering.sch.uk).

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school office [office@st-josephs.havering.sch.uk](mailto:office@st-josephs.havering.sch.uk)