

Privacy Notice (Updated January 2025)

Information about Pupils in Schools, Alternative Provision, Pupil Referral Units and Children in Early Years Settings

Data Protection

English Martyrs Catholic Primary School managed personal data in line with the principles of the UK General Data Protection Regulation and Data Protection Act 2018. These are to ensure that personal data is:

- Used fairly, lawfully and transparently
- Used for specified, explicit purposes
- Used in a way that is adequate, relevant and limited to only what is necessary
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Handled in a way that ensures appropriate security

We also ensure there are full accountability procedures in place to demonstrate our compliance with these principles.

We are registered as a data controller with the Information Commissioner's Office (Reg. No. Z7368077).

The Data Protection Officer (DPO) for the school is Andrew Harvey.

The Legal Basis for Processing Personal Data

The main reason that the school processes personal data is because it is necessary in order to comply with the schools legal obligations and to enable it to perform tasks carried out in the public interest.

The school may also process personal data if at least one of the following applies:

- To protect the vital interests of an individual
- There is explicit consent
- For legal purposes
- Public health purposes
- For reasons of substantial public interest

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

- Personal identifiers and contacts (such as name, unique pupil number and address and contact details, carers details)
- Characteristics (such as ethnicity, language, nationality, country of birth, religion and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Medical information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons, behavioural information, details of any exclusion information, alternative provision put in place)
- National curriculum assessment and attainment (such as key stage 1 and phonics results)
- Where pupils go after they leave us

- Special educational needs or disabilities.

Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and hold personal information relating to our pupils and those involved in their care, we may also receive information from previous schools, the local authority(s) and/or the Department for Education (DfE).

Whilst the majority of pupil information provided to us is mandatory, some of it requested on a voluntarily. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

We use this personal data to:

- Support our pupils' learning
- Support our pupils' welfare
- Monitor and report on pupil attainment progress
- Provide appropriate pastoral care
- Keep children safe (food allergies, or emergency contact details)
- Assess the quality of our services
- Process any complaints
- Protect vulnerable individuals
- Meet the statutory duties placed upon us by the DfE
- Help prevent or detect crime

Who we share data with

We may pass data to:

- Local authorities
- Schools that a pupil attends after leaving this school
- The Department for Education
- Healthcare services
- Agencies that provide services on our behalf
- Agencies with whom we have a duty to co-operate
- Youth support services

Retention Periods

Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Toolkit for Schools.

Photographs

The School may take photographs or videos of pupils for official use, monitoring and for educational purposes. You will be made aware that this is happening and the context in which the photograph will be used.

Photographs may also be taken of those attending a ceremony which may appear in the newspaper. You will be made aware that this is happening and the context in which the photograph will be used.

Rights

You have the right to:

1. Be informed of data processing (which is covered by this Privacy Notice)
2. Access information (also known as a Subject Access Request)
3. Have inaccuracies corrected
4. Have information erased (this is unlikely to be relevant to schools)
5. Restrict processing
6. Data portability (this is unlikely to be relevant to schools)
7. intervention in respect of automated decision making (automated decision making is rarely operated within schools)
8. Withdraw consent (see below)
9. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO.

Withdrawal of Consent

The lawful basis upon which the school process personal data is that it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school process personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.