



St Thérèse of Lisieux Catholic Multi Academy Trust

Privacy Notice (How we use pupil information) for Pupils and Parents

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 we collect, store and use personal data about **pupils**.

We, Saint Joseph's Catholic Primary Academy, are the 'data controller' for the purposes of data protection law. The Trust's Data Protection Officer is Tamer Hodgson.

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

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity and disability)
- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)
- attendance information (such as sessions attended, number of absences and absence reasons)
- assessment information (such as internal tests, pupils progress information and public examination results)
- medical information (such as allergies to food, medication that a pupil may require, medical incidents that may have occurred inside or outside of school, records when a pupil has received first aid treatment)
- special Educational Needs and Disabilities information (such as specific learning difficulties, specific medical needs, previous learning or medical needs)
- safeguarding information (such as records of concerns, timelines of events, safeguarding referrals, early help assessments, team around the child records, child in need and child protection records)
- behaviour information (such as rewards, achievements, incident slips and exclusions)
- epep information including targets set

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Why we collect and use this information

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

The lawful basis on which we use this information

We collect and process information about children in our care and children to whom we provide services under Article 6, and Article 9 under GDPR. This enables the school to process information such as assessments, special educational needs requests, Departmental Censuses under the Education Act 1996 and the Education Act 2005, examination results and other such data processes that relate educational data to the individual within the requirements for the school to provide education for the individual.

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 children in need and children looked after data in line with our Data Retention Guidelines which can be asked for on request.

Who we share pupil information with

We routinely share this information with:

- the Department for Education (DfE)
- the Local Authority
- the Police and Law Enforcement
- Children and Young Peoples Nurses
- the National Health Service (NHS)
- the Education Welfare Officer
- Social Services

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