



## Privacy notice for parents/carers

At St. Luke's, as with all schools, we need to use and store some information about your child/children. This information is used for contact purposes, to keep your child safe (medical/safeguarding issues) and to make judgements about where your child is in their learning journey. Schools have always kept such data but, in light of the well-publicized illegal sharing of data, the new GDPR (General Data Protection Regulation 2018) ensures the safe storage of school data and parent consent.

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, St Luke's Primary School, E16, are 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
- 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
- Carry out research
- Comply with the law regarding data sharing

### **Our legal 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. For example Census Returns

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.

### **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. Our record retention schedule/records management policy sets out how long we keep information about pupils.

You have the right to get a copy of the information that is held about your child/ren. This is known as a subject access request.

This right of subject access means that you can make a request under the Data Protection Act. You can request copies of both paper and computer records and other related information pertaining to your child/ren by writing a letter (addressing it to Mr Hipperson and the Governors) and handing it into the school office.





In order for us to produce this data, an admin charge will apply. This charge will range from £10 to £40 depending on the amount of copies made.

Please note - not all personal information is covered and there are 'exemptions' within the Act which may result in us refusing to comply with your request in certain circumstances.

## 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 – to meet our legal obligations to share certain information with it, such as safeguarding concerns, exclusions and teacher assessment.*
- *The Department for Education – particularly the results of public examinations*
- *The pupil's family and representatives*
- *Educators e.g. transition schools*
- *Our regulator – Ofsted and the Diocese of Chelmsford*
- *Our auditors*
- *Health authorities*
- *Police forces, courts, tribunals – where pertinent records are required*

## 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 [how it collects and shares research data](#).

You can also contact the Department for Education with any further questions about the NPD.

## Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.





Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact Mrs. Simpson in the Office.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact your child's class teacher.

## 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
- Prevent it being used to send direct marketing
- 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.

*This notice is based on guidance from the guidance from Department for Education's model for pupils, amended for parents and to reflect the way we use data in this school.*



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Diocese of Chelmsford

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W: [www.st-lukes.newham.sch.uk](http://www.st-lukes.newham.sch.uk)

*In order for us to ensure you understand the law around your child's data and how we use and store data, please sign, date and return the slip below:*

- I can confirm that I have read and fully understand the law around my child's data, how it is used and stored by the school and how I can obtain copies of my child's data.

Name of your child/ren: \_\_\_\_\_

Parent/ Carer name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

