

## Privacy Notice – PUPILS

We are **St Bede's Catholic Primary School & Nursery** and, are located at Canon Avenue, Chadwell Heath Essex, RM6 5RR. This privacy notice explains how we collect, store and use personal data about pupils. We are the 'data controller' for the purposes of data protection law. We have appointed a data protection officer. Personal data that we may collect, use, store and share 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 (DfE).

### **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

### **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 provide an education and pastoral/ welfare support.
- 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Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

## **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 sets out how long we keep information about pupils.

## **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:

- Local authorities – to meet our legal obligations to share certain information with , such as safeguarding concerns and exclusions
- The Department for Education (DfE)
- The Diocese of Brentwood
- Ofsted
- The pupil's family and representatives
- Suppliers and service providers – to enable them to provide the service we have contracted
- Central and local government
- Health and social welfare organisations
- Professional advisers and consultants
- Police

## **National Pupil Database (NPD)**

We are required to provide information about our pupils to the Department of Education (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 National Pupil Database (NPD), which is owned and managed by the DfE and provides evidence on the educational performance of schools to inform research.

The DfE may share information from the NPD with other organisations which promote children's education or wellbeing in England. This information is only made available under strict information sharing protocols and policies.

### **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. 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

## 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 contact the school office in the first instance. Thereafter, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact

If you would like to discuss anything in this privacy notice or make a request for information, please contact:

School Business Manager, St Bede's Catholic Primary School & Nursery  
Canon Avenue, Chadwell Heath, Essex, RM6 5RR  
[Admin.stbedes@redbridge.gov.uk](mailto:Admin.stbedes@redbridge.gov.uk)

Please note our statutory Data Protection Officer details are below:

Fiona Alderman  
London Borough of Redbridge  
Lynton House, 255-259 High Road, Ilford, IG1 1NY  
[dataprotection@redbridge.gov.uk](mailto:dataprotection@redbridge.gov.uk)

Alternatively, if we are not able to provide a satisfactory answer to your request in the first instance, you may wish to contact the Information Commissioner's Office (ICO) directly using the contact detail detailed above.