



PUPILS' (UNDER 13) AND PARENTS' DATA PRIVACY NOTICE

'This policy will be implemented in a way which honours the vision that every FCJ school is a community of persons - students, staff, governors - bound together in mutual respect and ready to rely on each other in fulfilling their privileged task as educators in a Catholic school.'

Upton Hall School FCJ ("the School" or "we") needs to collect information about its pupils and parents so that we can deliver education and meet the needs of the children that attend our School. We are committed to protecting the privacy and security of pupil's information, and that of parents and legal guardians. This document has been prepared to tell you when we collect information about parents and pupils and why we need to do so. We call this document a "privacy notice" as it sets out how information is used by the School. It is the common name referred to a document which sets out this kind of information to individuals. We have prepared a more detailed Data Privacy Policy to explain in more detail the way we must use data and what we must do with it when we have it. This policy can be accessed on our website.

Under the law, the School is known as a "Controller" of the data it handles about individuals collected from third parties, your child or yourself. This is because the School determines when and how we collect information and how it is to be used once collected.

The School processes pupil's and parent's personal data in accordance with data protection law. This includes the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

This statement applies to the personal information of pupil's aged 12 and under and to the personal information about pupil's parents held by the School.

We have appointed Mrs C Howell as our Data Protection Officer. You can contact our Data Protection Officer using the details set out at the bottom of this document.

What is personal data?

Personal Data (Personal Data) is any information that 'relates to' an identified or identifiable individual. It includes information relating to you, from which we can identify you directly or indirectly (e.g. because it includes your name). It also includes information relating to you, from which you cannot be directly identified, if you can be identified from that information when it is used in combination with other information we hold about you.

Personal Data can include information relating to you that has been 'pseudonymised', meaning that any information that directly or indirectly identifies you (e.g. your name) is removed and replaced with one or more artificial identifiers or pseudonyms (e.g. pupil number). However, truly anonymous data, or data that has had any identifying information permanently removed from it, does not count as Personal Data.

When considering whether information 'relates to' you or your child for the purposes of Data Protection Legislation, we take into account a range of factors, including the content of the information, the purpose or purposes for which we are Processing it, and the likely impact or effect of that Processing on you.

What is processing?

Any activity that involves the use of your Personal Data is referred to as Processing (Processing or Process). It includes:

- Obtaining, recording or holding Personal Data (e.g. asking you to complete forms);
- Carrying out any operation or set of operations on Personal Data such as organising, amending, retrieving,

- using, disclosing, erasing or destroying it (e.g. recording relevant information on the pupil's file); and
- Transmitting or transferring Personal Data to third parties (e.g. transferring data to local youth services).

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- admissions to the School and sixth form
- bursary applications
- biometric information for our cashless catering service
- photographs and CCTV - We use CCTV in various locations around the school site to ensure it remains safe. We will adhere to the ICO's [code of practice](#) for the use of CCTV. We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use. Any enquiries about the CCTV system should be directed to Mrs Kerrie Spiby, Director of Business.

This list is not exhaustive, and we reserve the right to amend and update this information to keep our parents and pupils informed.

Why we collect and use pupil information

We collect and use pupil and parent information, for the following purposes:

- a) to support how we teach pupils and aid learning
- b) to monitor and report on pupil attainment progress to keep parents informed and to tailor learning support
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, medical conditions or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- g) undertake research to ensure we offer the best learning environment that we can
- h) to provide information to the Department for Education and relevant Local Authorities as and when required by the law
- i) to deliver provision as required under a pupils Education, Health and Care Plan
- j) to process application to our sixth form
- k) e-mails to communicate with parents and others involved in the education and care of the pupil

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of delivering pupil education in accordance with the legal basis of performing a task in the public interest
- to meet a legal obligation placed on the school to collect information on attendance, admissions and other areas as prescribed by laws
- in the vital interests of pupils or parents to ensure we can react speedily in certain circumstances that require immediate responses

- consent when we are processing biometric finger print data for our cashless catering services or using images of children on our website, in our prospectus or through social media channels that we maintain
- limited access is available for technical support and maintenance

In addition, concerning any special category data:

- when there is a substantial public interest to share information with a multi-disciplinary team to protect the welfare of a pupil
- when we have explicit consent to process biometric data for cashless catering services
- when we are establishing or defending our legal rights.

The categories of parent information that we process include:

- personal identifiers and contacts; and
- characteristics.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing parent information are:

- we have consent
- we have a legal obligation

In addition, concerning any special category data:

- when there is a substantial public interest, for example, when processing safeguarding information
- when we are establishing or defending or legal rights

How we collect pupil and parent information

Most of the personal information the School collects is provided to us directly by parents and pupils. We collect pupil and parent information when a pupil joins our school through initial admissions paper work. We also track pupil progress during their time through homework, classwork and assessments. Information may also be collected through applications and use of our computers so that we can monitor performance of pupils. In particular we monitor IT use to ensure pupils are kept safe and do not access unsuitable material or third party website which could risk their welfare.

Pupil information is essential for the schools' operational use. Whilst the majority of pupil information provided to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

The School also receives personal information indirectly from the following sources;

- social services;
- previous schools;
- the police; and
- medical professionals.

How we store pupil and parent data

We hold pupil and parent data securely for the set amount of time in accordance with recommended retention periods. The School has adopted the Information and Records Management Society's recommended retention periods for schools. A copy is appended to our Data Privacy Policy which is on our website or can be requested in hard copy form from our Data Protection Officer.

We store information on paper based files and electronically on computers and our network.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- relevant local authorities
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- SIMS to collate and manage pupil and parent information
- SISRA to monitor pupil performance
- Our IT network operator
- Google as our e-mail account provider
- Homework/Curriculum applications
- UCAS for university applications
- Unifrog, START, Uexplore for careers and aspiration management
- Medical professionals
- Police

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Youth support services

Pupils aged 13+

Once a pupil reaches the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where you provide your consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via **AnycommsPlus** and is stored **by the Local Authority** and held in accordance with the suggested retention periods which are appended to our Data Privacy Policy available on our website.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

Data is securely transferred to the youth support service via **AnycommsPlus** and is stored **by the Local Authority** and held in accordance with the suggested retention periods which are appended to our Data Privacy Policy available on our website.

For more information about services for young people, please visit our local authority website.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section below.

Your data protection rights

Under data protection legislation you have the right to request information about pupils that we hold, to make a request for personal information. ur Requests should be made to our DPO whose details are set out at the end of this notice.

You also have the right to:

- the right to ask us for copies of your daughter's information if she is not of an age to exercise her data protection rights or ask for a copy of the data the school holds about you
- have your personal data rectified if it is inaccurate or incomplete
- restrict the processing of your personal data (i.e. permitting its storage but no further processing)
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you or your daughter
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- the right to ask that we transfer the personal information we hold about you to another organisation

You are not required to pay any charge for exercising your rights. If you make a request we must respond in one month.

Please contact the DPO using the details at the end of this policy if you wish to make a request.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

[For further information on how to request access to personal information held centrally by the DfE please see the 'How Government uses your data' section of this notice.](#)

Withdrawal of consent and the right to lodge a complaint

Where we are processing your daughter's personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the DPO.

Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs C Howell, Upton Hall School, Upton, Wirral CH49 6LJ. Tel: 0151 677 7696 email: chowell@uptonhall.org

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:
<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

Changes to this data privacy notice

We keep our practices and policies regarding the collection, Processing and security of Personal Data under continual review and may update them from time to time. We therefore reserve the right to change this Data Privacy Statement at any time. We will notify you of any changes made at the appropriate time and may re-issue a new Data Privacy Statement if appropriate.