



# Pupil Privacy Notice

## Data Controller

Our Lady of Lourdes RC Primary School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z1631331).

The Data Protection Officer (DPO) services for the school are provided by Data Protection Education, 1 Saltmore Farm, New Inn Road, Hinxworth, Baldock, SG7 5EZ.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

## The Legal Basis for Processing Personal Data

We process personal data because 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.

Special Category data processing is carried out in the public interest and is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law and, when necessary, to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

## How we use information

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). We use this personal data to:



- support our pupils' learning
- support our pupils' welfare
- monitor and report on their progress
- provide appropriate pastoral care
- assess the quality of our services
- process any complaints
- protect vulnerable individuals
- prevent and detect crime.

This information will include a child's Unique Pupil Number (UPN), contact details, carers details, national curriculum assessment results, examination results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs or disabilities they may have as well as relevant medical information.

## Who we share data with

We routinely share data with:

- schools that pupils attend after leaving us
- the Local Authority (Education and Social Services)
- the Department for Education (DfE)
- health visitors, school nurse or Primary Care Trust (PCT)
- third parties working in school (e.g. catering companies who need pupil allergy information or organisations running after school clubs)
- software providers (e.g. where we use software for the purposes of tracking attainment or behaviour)
- agencies with whom we have a duty to co-operate (e.g. Emergency and other Enforcement Agencies)



## 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 Tool Kit for Schools.

<https://irms.org.uk/general/custom.asp?page=SchoolsToolkit>

## Photographs

The School may take photographs, videos or webcam recordings of pupils or students 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 an event 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:

- be informed of data processing (which is covered by this Privacy Notice)
- access information (also known as a Subject Access Request)
- have inaccuracies corrected
- have information erased
- restrict processing
- data portability
- intervention in respect of automated decision making
- withdraw consent (see below)
- complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO



## Withdrawal of Consent

Where the school processes 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 SCO 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.