Our Lady of Lourdes Catholic Primary School

Privacy Notice for Pupils

Date July 2026

Contents

Privacy Notice for pupils 3
Data Controller 3
The Legal Basis for Processing Personal Data 3
The categories of information that we collect, process, hold and share include: 4
Why we collect and use pupil information 4
Who we share pupil information with 4
Why we share pupil information 5
Data collection requirements 5
The National Pupil Database (NPD) 5
Retention Periods 6
CCTV 6
Rights 6
Withdrawal of Consent 6
Complaints to ICO 7

Privacy Notice for pupils

Under the United Kingdom General Data Protection Regulation (UK GDPR), Our Lady of Lourdes Catholic Primary School are required to inform you of what data we collect, how, and why we need to collect it.

The UK GDPR sits alongside an amended version of the DPA 2018.

The DPA 2018 sets out the framework for data protection law in the UK. It updates and replaces the Data Protection Act 1998.

Everyone responsible for using personal data has to follow the 'data protection principles.'

They must make sure the information is:

- Used fairly, lawfully and transparently
- Used for specified, explicit purposes
- Used in a way that is adequate, relevant and limited to only what is necessary
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Data Controller

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

The Data Protection Officer (DPO) for the school is Data Protection Education Ltd and can be contacted at dpo@dataprotection.education

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

The school may process personal data if at least one of the following applies:

- In order to protect the vital interests of an individual
- To comply with the school's legal obligations in the field of employment and social security and social protection law
- For the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- For reasons of public interest in the area of public health
- for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services, based on law, or pursuant to contract with a health professional
- For reasons of substantial public interest, based on law, which is proportionate in the circumstances, and which has provided measures to safeguard the fundamental rights and the interests of the data subject

Where we collect special category data, we will identify a lawful basis under Article 6 of the UK GDPR and a separate condition for processing under Article 9.

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

- Personal identifiers and contacts (such as name, unique pupil number and address and contact details, carers details)
- Characteristics (such as ethnicity, language, nationality, country of birth, religion and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons, behavioural information, details of any exclusion information, alternative provision put in place)
- National Curriculum assessment and attainment (such as key stage 1 and phonics results, examination results)
- Where pupils go after they leave us
- Any special educational needs or disabilities as well as relevant medical information
- Safeguarding/Child Protection information
- Images captured by CCTV or entry systems or digital recording devices

Please note, this list is not exhaustive.

Why we collect and use this information

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the qualities of our services
- To comply with the law regarding data sharing
- To safeguard pupils
- To assist with administration and communication systems e.g. cashless catering

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Who we share information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authorities
- the Department for Education (DfE)

We also share information where necessary with:

- Ofsted
- Other schools
- Welfare services, such as social services
- School Age Immunisation Services
- Law enforcement such as police
- Support services
- Educational support systems e.g.CPOMS
- Health services
- Examination boards

- Suppliers that we have contracted with to provide educational services and those related to the operations of the school

Please note, this list is not exhaustive and information may be shared with other organisations where the law allows.

Why we share information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We will always seek consent for any other sharing of data.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Immunisations and Vaccinations

The Department for Education has issued guidance in December 2024 explaining that schools must share information with the School Age Immunisation Services, who are commissioned by NHS England to deliver school-based immunisation programmes. Information that is to be shared on request includes a list of eligible children and young people and their parent or carer's contact details to the SAIS team.

The immunisation process is a matter of consent between the pupil, parent and or carer and the SAIS provider. The school do not take any active role in the process. The obligation to share data is within public task and does not rely upon consent. It is mandatory for the school to share this information.

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)

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.

We are required by law, to provide information about our pupils to the 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 NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

https://www.gov.uk/guidance/apply-for-department-for-education-dfe-personal-data.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE: https://www.gov.uk/contact-dfe

Retention Periods

Personal data will not be retained by the Schools 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.site-ym.com/page/SchoolsToolkit

CCTV

The schools operate CCTV on the school sites as it is considered necessary to protect peoples safety and/or the school's property.

Rights

You have the right to:

1. Be informed of data processing (which is covered by this Privacy Notice)
2. Access information (also known as a Subject Access Request)
3. Have inaccuracies corrected
4. Have information erased
5. Restrict processing
6. Data portability (this is unlikely to be relevant to schools)
7. Intervention in respect of automated decision making (automated decision making is rarely operated within schools)
8. Withdraw consent (see below)
9. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO.

Withdrawal of Consent

The lawful basis upon which the Schools process personal data is that it is necessary in order to comply with the

Schools' legal obligations and to enable it to perform tasks carried out in the public interest.

Where the Schools process personal date 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 ICO 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.