



**St Thomas of Canterbury R.C Primary School**  
**Privacy Notice – July 2023**

*We are a Catholic family and welcome all into our vibrant community. We strive to make Jesus the centre of our lives. Each person is unique and we seek to inspire each other towards knowledge and joy as children of God. We nurture everyone to reach their full potential.*

This privacy notice explains how we collect, store and use personal data about the pupils at school.

**St Thomas of Canterbury RC Primary School** will act as the Data Controller when processing and sharing pupil's data. This means that school determines the purposes and means of the processing of the personal data that we collect and store.

**The categories of personal information that we process include:**

- Name, address and contact details
- Unique pupil number
- Nationality and ethnicity
- Scheme eligibility (such as free school meals)
- Health and Social care information
- Safeguarding information (such as court orders and professional involvement)
- Educational information
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Special Educational Needs information
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Gender/sexual orientation
- Biometric data (where used for identification purposes)
- Religious or philosophical beliefs

**Why we process your information:**

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for the Department for Education (DfE)
- for billing purposes
- to provide additional childcare

**Who we collect/share your information with:**

- Parent/carers/pupils
- Other education settings relating to the pupil
- Local authorities relating to the pupil
- Youth support services (pupils aged 13+)
- The Department for Education (DfE)
- Partner organisations in relation to health, education and social care
- Other third parties - CPOMS, school trip venues, school photographer, school comms, parent pay, RM- IT, MAPAS, SIMS support, admissions, Citywide, sports coaches, forest school leader, uniform supplier, trophy supplier, Wonde.



**The lawful basis we rely on for processing pupil's data (Article 6 UK GDPR):**

We must make sure that information we collect and use about pupils is in accordance with the UK GDPR and the Data Protection Act 2018. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual, we must have a legal basis to do so.

The school will rely on certain lawful bases from **Article 6** for processing pupil data, which we have listed below:

**(c) Legal Obligation:** In some circumstances, we have to process your data by law.

**(e) Public Task:** As a public body it's necessary to process your data in the best interests of the school and its community.

**(a) Consent:** Sometimes it's your choice whether we process your data. Where we have obtained consent to use pupils' personal data, this can be withdrawn at any time.

You can make enquiries about what lawful basis is being used to process your data by contacting the school.

**Processing Special Category data (Article 9 UK GDPR):**

We also process data known as special category data. When processing Special Category data, we are also required to meet certain conditions. The conditions under **Article 9** that we are relying on for processing special category data include:

**(h)** health and social care purposes

**(g)** substantial public interest

Where substantial Public Interest is being applied, the following conditions from the **Data Protection Act 2018, Schedule 1, Part 2**, are relied upon:

**(8)** Equality of opportunity or treatment

**(16)** Support for individuals with a particular disability or medical condition

**(17)** Counselling

**(18)** Safeguarding of Children and of Individuals risk

**Storing pupil data:**

The school processes its data wholly within the UK/EEA.

The school keeps your data for no longer than is necessary and in line with the school's retention policy.

Requesting access to your personal data:

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the school.

For further information on your rights under data protection legislation, please see:

[www.ico.org.uk](http://www.ico.org.uk)

**If you have any data protection concerns:**

If you have a concern or complaint about the way we are collecting or using your personal

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data, you should raise your concern with the school in the first instance. If you remain dissatisfied, you may wish to directly contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>