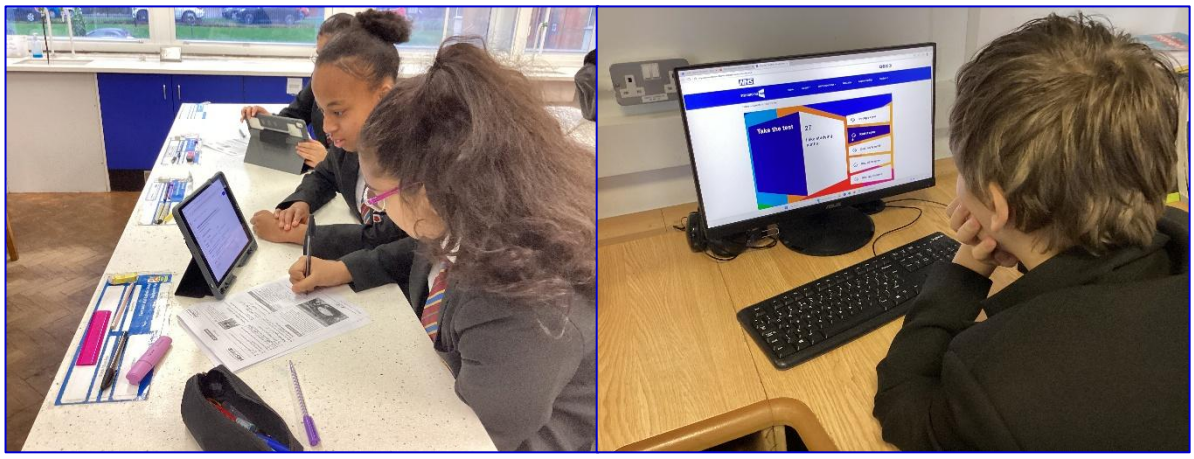

# Privacy Notice for Pupils

"He who goes about as a talebearer reveals secrets, But he who is trustworthy conceals a matter."

Proverbs 11:13

# Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

The privacy notice explains how we collect and store and use personal data about pupils.

Saint John Wall Catholic School is the 'data controller' for the purposes of data protection law.

The data protection officers are Mr M Wieremiewicz and Miss K Chohan.

## The categories of pupil information that we process include (but are not restricted to):

- personal identifiers and contacts (such as name, unique pupil number, contact details and address, parental, sibling and extended family details)
- characteristics (such as ethnicity, language, and free school meal and PPG eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctor 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 2 and GCSE results and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Details of any support received, including care packages and plans for support providers
- Photographs of your child
- Carefully chosen and vetted educational apps
- CCTV images

We may hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## Why we collect and use pupil information

The personal data collected is essential for the school to fulfil its official functions and meet legal requirements.

We collect and use pupil information for the following purposes (but not restricted to):

a) to support pupil learning

b) to monitor and report on pupil attainment progress
c) to provide appropriate pastoral care
d) to assess the quality of our services
e) to keep children safe (food allergies, or emergency contact details)
f) to meet the statutory duties placed upon us by the Department for Education
g) Administer admissions waiting lists
h) Carry out research
i) Comply with the law regarding data sharing

In order to meet statutory requirements around appropriate education provision and to fulfil safeguarding requirements, we share information about school history and the latest known pupil and parent address and contact details in the event of a Child Missing Education, or becoming Electively Home Educated. This information also supports the in-year admissions process.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information, we only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- 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.

Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

## Collecting pupil information

We collect pupil information via written applications, email, conversations and through the common transfer files or secure file transfer from previous school.

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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 and we will tell you what you need to do if you do not want to share this information with us.

## Storing pupil data

Children's records are stored securely in paper files and on the school's secure server, for the set amount of time shown in our data retention schedule.

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. We will adhere to the Information Management Toolkit for Schools Document.

## Who we share pupil information with

Where it is legally required, or necessary (and it complies with the UK General Data Protection Regulation, otherwise known as the UK GDPR), we may share personal information about pupils with (but not restricted to):

- other schools
- local authorities (central and local government)
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- The pupil's family and representatives
- Educators and examining bodies
- Our regulators Ofsted, DFE, Regional Director
- Suppliers and service providers
- Health authorities
- Health and social welfare organisations
- Professional advisers, bodies and consultants
- Police forces, courts, tribunals
- The Diocese

## 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 our pupils reach 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

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once they reach the age of 16.

## 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

A child/pupil, once they reach the age of 16, can object to only their name, address and date of birth being passed to their local authority or provider of youth support services by informing us.

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.

## Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.

## Requesting access to your personal data

Under UK GDPR, 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 Mr M Wieremiewicz and Miss K Chohan, Data Protection Officers.

Depending on the lawful basis above, you may also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress

- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts.

If you have a concern 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 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 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 Mr M Wieremiewicz and Miss K Chohan**,** Data Protection Officers.

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 the school in the first instance.

To make a complaint, please contact our Headteacher.

Alternatively, 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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## How the 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. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided with pupil information (and for which project), or to access a monthly breakdown of data share volumes with the 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 DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's 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 DfE: https://www.gov.uk/contact-dfe

**APPENDIX 1**

## How we use looked after children's and safeguarding information

We collect your information to

- Support these children and monitor their progress
- Provide them with pastoral care
- Assess the quality of our services
- Evaluate and improve our policies on children's social care
- Monitor welfare and progress of LAC pupils
- To safeguard our students

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

- Personal information such as;
  - Date of birth, address, contact information
- Special categories of information such as;
  - Notes of concern, attendance data, information relating to a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information, outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending), adoptions (such as dates of key court orders and decisions), care leavers (such as their activity and what type of accommodation they have), Education Health Care Plans.

## Collecting this information

Whilst the majority of looked after children and safeguarding information we process is mandatory, some of it may be provided to us on a voluntary basis. In order to comply with the 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.

This information is obtained by the school from both the admissions forms, the relevant local authorities and safeguarding leads and relevant notes of concern.

The information will be handled internally by the safeguarding leads, pastoral staff and the Headteacher.

## Storing this information

We hold data securely for the set amount of time shown in our data retention schedule.

## Who we share this information with

- the local authority (Birmingham City Council)
- other local authorities where necessary
- other schools or education settings
- Health specialists including the school nurse, safeguarding and Looked After Children nurse

### Why we share this information

We share children in need and looked after children data with the placing Authorities. This is for the purpose of the children accessing the correct services and support, for example, Children's Social Care, Special Educational Needs support services and School Health. This information is shared in line with our statutory duties.

We do not share information about our children in need or looked after children with anyone without consent unless the law and our policies allow us to do so.

**Department for Education (DfE) -** We share children in need and looked after children data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.

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.

Ratified by Governors: 12/10/2026

Next Review Due: 12/10/2027

*(This policy will remain in force beyond the review date if no updates are required)*