

## Privacy Notice for Pupils and their Families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This privacy notice may be revised to include further information on processing individuals' personal data, in order to be compliant with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

### Who processes your information?

Holy Cross Catholic High School (referred to as 'the school' or 'we' throughout the rest of this privacy notice) is the Data Controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that school upholds are imposed on the Data Processor.

Mrs S Cooper is the Data Protection Officer. Her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted on 01257 262093 or [s.cooper@holycross.lancs.sch.uk](mailto:s.cooper@holycross.lancs.sch.uk).

### Why do we collect and use your information?

School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To keep children safe
- To meet statutory duties placed upon us for DfE data collections

## **What data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information (including photograph) – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment & attainment information – e.g. national curriculum assessment results
- Relevant medical information – e.g. doctors' information, allergies and medical / dietary requirements
- Information relating to Special Educational Needs – e.g. needs and ranking
- Behavioural information – e.g. number of temporary exclusions
- Safeguarding information – e.g. court orders and professional involvement

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

## **How long is your data stored for?**

Personal data relating to pupils at school and their families is stored in line with the school's GDPR Data Protection Policy, this can be found on the school's website.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

## **Will my information be shared?**

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Personal information
- Characteristics
- Attendance information
- Assessment & attainment information
- Information relating to Special Educational Needs
- Behavioural information
- Safeguarding information

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Holy Cross Catholic High School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

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

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority
- The NHS & School Nurse
- Youth Support Services (Aged 13+)
- The Archdiocese of Liverpool
- Educational Visits providers/tour operators
- ParentPay
- Gillman and Soame (School Photographers)

The information that we share with these parties includes the following:

- Personal information
- Characteristics
- Relevant medical information
- Information relating to Special Educational Needs
- Safeguarding information

Once our pupils reach the age of 13, we are required by law to pass on certain information to our Local Authority or Youth Support Services, who are responsible for the education or training of 13 to 19-year-olds under section 507B of the Education Act 1996. We may also share specific personal data of pupils who are aged 16 and over with post 16 education and training providers and career services, in order to secure appropriate services for them. This is because they have responsibilities in relation to the education or training of 13 to 19-year-olds under section 507B of the Education Act 1996. The information provided includes addresses and dates of birth of pupils and any information necessary to support the services, e.g. school name, ethnicity or gender. This right is transferred to the child/pupil once he/she reaches the age of 16.

A parent or guardian can request that only their child's name, address and date of birth is passed to their Local Authority or Youth Support Services, by informing us.

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

## What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how school uses your personal data
- Request access to the personal data that school holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to processing of data that is likely to cause, or is causing, damage or distress

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way school and / or the DfE is collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9.00 am - 5.00 pm or at <https://ico.org.uk/concerns/>

## Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

## Where can you find out more information?

If you would like to discuss anything in this privacy notice, please contact:

Mrs S Cooper, Data Protection Officer, on 01257 262093 or [s.cooper@holycross.lancs.sch.uk](mailto:s.cooper@holycross.lancs.sch.uk)