



St. Helens Council

PRIVACY NOTICE

for

Pupils in Schools – issued September 2017

Privacy Notice - Data Protection Act 1998

We, St. Mary's Catholic Primary Blackbrook, are a data controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our pupils and may receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- Support our pupils' learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess the quality of our services.

This information includes their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as the ethnic group, any special educational needs and relevant medical information.

We will not give information about our pupils to anyone outside the school without your consent unless the law allows and our policies allow us to do so.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

We share parent/carer contact information and up-to-date class lists with school staff, and NW Boroughs Healthcare NHS Foundation Trust who need to work with your child and contact you about your child.

We use Hosting Agreements for software applications to support your child's learning and pastoral care. Companies used comply with the Data Protection Act 1998 and copies of their policies are held on file.

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs S Barr, School Business Manager.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.sthelens.gov.uk/>

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you are unable to access these websites information can be obtained from the LA or DfE by contacting:

- System & Information Management Officer,
Internal Audit
St. Helens Council
Town Hall
Victoria Square
St. Helens
Merseyside
WA10 1HP

Website: www.sthelens.gov.uk

Email: dataprotection@sthelens.gov.uk

Telephone: 01744 673474

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

Email: <http://www.education.gov.uk/help/contactus>

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

Telephone: 0370 000 2288