



## **GDPR Privacy for Pupils and their Families**

### **Who processes your information?**

St Mary of the Angels School 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. Mrs Moore, Office Manager, acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01922 743411 or [mmoore@stmaryangel.walsall.sch.uk](mailto:mmoore@stmaryangel.walsall.sch.uk).

In some cases, your data will be outsourced to a third-party processor. Where the school outsources data to a third-party processor, the same data protection standards that St Mary of the Angels School upholds are imposed on the processor.

Walsall Local Authority (Paul Withers) is the data protection officer. Their 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 [schoolsdpo@walsall.gov.uk](mailto:schoolsdpo@walsall.gov.uk).

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

St Mary of the Angels 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, LA and/or the DfE. Without the information we collect and require or share, we would not be able to provide you with the services or support we are required to deliver.

In particular, we will use information about you to:

- Ensure the safety and wellbeing of those using and visiting our premises;
- Provide education – including but not limited to:
  - pupil enrolment;
  - educational performance/records;
  - attendance;
  - safeguarding;
  - lesson planning;
  - plan relevant activities to support education and wellbeing (school trips, extra curricular activities/clubs)
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- The prevention and or Detection of crime;

### **Which data is collected?**

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

- Personal information – e.g. names, pupil numbers, date of birth and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth, religion and free school meal eligibility

- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records, management and attendance procedures

#### Lawful basis under which we process your information

- When processing your information is necessary to cooperate with and conform to UK law or another legal obligation to which the School is subject.
- The purpose of processing is to carry out a task in the public interest or the exercise of official authority vested in the controller.

Special category data is information which is deemed particularly sensitive and which unlawful processing could create risks to you. The following information is classed as special category:

Race, Ethnicity, Political Opinion, Religious or Philosophical Beliefs, Trade Union Membership, Genetic and Biometric Information, Health, and Sexual Orientation.

The reasons the School will primarily use for the processing of your special category information are:

- where it is necessary in order for us to carry out our obligations and exercising specific rights of the school or of the data subject in relation to employment and social security and social protection law;
- Necessary for reason of substantial public interest.

There may be occasions when we use and/or share your information in order to protect you or another individual and prevent serious harm.

In circumstance where none of the above lawful reasons apply we will only collect and use your information with your consent which you can withdraw at any time by contacting us at our main address (detailed below).

#### Who we may share your information with:

We may need to share your information with the following entities:

- City/District/Borough Councils
- Department of Education
- Department for Children, Schools and Families (DCSF).
- Diocese
- Education providers
- Health agencies including the NHS and GPs
- Police

- Social services
- Youth Services

There may also be occasion when we will share your information with relevant third parties when required to do so by law.

Whenever information is shared or people are given access it is done with strict adherence to Data Protection law, adequate safeguards and appropriate authorisation.

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

Personal data relating to pupils at St Mary of the Angels School and their families is stored in line with the school's GDPR Data Protection Policy and the Government's record retention schedule.

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.

#### What information may be shared?

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

- Personal information – e.g. names, pupil numbers, date of birth and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth, religion and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. St Mary of the Angels 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 has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

#### 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 St Mary of the Angels School uses your personal data.
- Request access to the personal data that St Mary of the Angels 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 your personal data being processed.

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

If you wish to exercise any of the above rights , please speak to Michelle Moore (Office Manager).

Whether or not you have legitimate grounds to object to processing of your information, the School will respond to your request within one month stating that your request has been upheld or the reasons for not upholding your request if that is the case.

If you have a concern about the way St Mary of the Angels School and/or the DfE is collecting or using your personal data, you can raise a concern with the DPO. The contact details are:

**Office of the DPO**

Walsall Council  
Darwall Street  
Walsall  
WS1 1TP

Email Address: [Informationmgmt@walsall.gov.uk](mailto:Informationmgmt@walsall.gov.uk)  
Contact Telephone Number: 01922 650970

Should you be dissatisfied with the response you receive, you can contact the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday- Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website ([www.st-maryangel.walsall.sch.uk](http://www.st-maryangel.walsall.sch.uk)) or contact our school office 01922 743411.