

ST. HELEN'S CATHOLIC INFANT SCHOOL



DATA PROTECTION PRIVACY NOTICE STATEMENT

Reviewed Every 2 Years by Full Governing Body

Ratified.....	Date.....
Reviewed.....	Date.....
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Reviewed.....	Date.....



Privacy Notice Parents and Pupils - Data Protection Act 1998

We St. Helen's Catholic Infant School are a data controller for the purposes of the Data Protection Act. We collect information relating to our pupils and may also 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 how well your school is doing.

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

- Mrs. S. Rainsford, Head teacher

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

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.

For more information on how this sharing process works, please visit:

<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 need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.essex.gov.uk/> and follow the links to Education and Schools / Schools / Delivering education in Essex / Privacy policies for pupil data or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>



Privacy Notice Staff Workforce - The Data Protection Act 1998:

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)

If you require more information about how we and/or DfE store and use your personal data please visit:

- [our website www.st-helens-inf.essex.sch.uk](http://www.st-helens-inf.essex.sch.uk)
- <http://www.essex.gov.uk/> and follow the links to Education and Schools / Schools / Delivering education in Essex / Privacy policies for pupil data or
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact:

- **Mrs. S. Rainsford, Head Teacher, St. Helen's Catholic Infant School, Sawyers Hall Lane, Brentwood, Essex, CM15 9BY**