



St. Cecilia's Catholic Primary School

Privacy Notice (How we use pupil information)

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information, to enable us to track pupil progress and ensure compliance with statutory data returns.
- Medical information, to help us educate children who are ill, prevent accidents and provide appropriate first aid.
- Special Educational Needs information, to help us meet and manage the educational needs of children with special needs.
- Behavioural information, to help us meet the pastoral needs of children.

The majority of this information is held on our school information management system, Pupil Asset.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to enable the learning process to be shared with parents at home
- to communicate with community members effectively

The lawful basis on which we use this information

We collect and use pupil information under the Data Protection Act 1998 (DPA), 'Article 6' and Article 9' of the General Data Protection Regulation (GDPR) and the Education Act 1996.

Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

Article 9 (GDPR) condition: For substantial public interest on legal basis.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data until the child leaves and this is then transferred to the new school, in paper and digital format, when we have information about the receiving school. Where data is not transferred, it is maintained until the child's 25th birthday. We maintain basic pupil contact information on "Pupil Asset" so that we may answer queries from agencies in the future. Work stored electronically on Google Cloud is removed through the Google Take Out service and delivered to the child or parents Gmail account before the child leaves the school. CCTV images are deleted after 30 days or so.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- Sutton Local Authority or Cognus Ltd who provide education services for Sutton LA
- the Department for Education (DfE)
- School Nursing Service and the National Health Service.

For some pupils we share information with:

- A range of services connected with SEND, for example Cognus Ltd, Occupational Health, Speech and Language Therapy Service, Autism Service.
- Agencies to safeguard children and families including Metropolitan Police, Children's Services and Family Matters.

Why we 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.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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)

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is

then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, 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

Mrs Saunders
St Cecilia's Catholic Primary School
London Road
North Cheam
Surrey SM3 9DL
(or contact via email: office@stcecilias.school)

Informing us of consent

We require parents to complete a Data Consent Form to enable parents to provide consent for their child to access our main digital learning system, GSuite and for us to use their child's image in a variety of ways. Parents can change / withdraw consent by completing a new form and submitting it to the school office.

You also have the right to:

- object to 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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are 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 at <https://ico.org.uk/concerns/>

Contact

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

Mrs Saunders
St Cecilia's Catholic Primary School
London Road
North Cheam
Surrey
SM3 9DL

(or contact via email: office@stcecilias.school)

Sharing data with other companies

We work carefully with other approved, recognised companies to process data in order to communicate with the school community and to enhance learning activities with technology. We have listed the main companies that we work with here. At times we will work with subsidiary companies that provide additional services to these main providers, like companies that provide simple add-ons and extensions within Google GSuite.

London Grid for Learning

LGFL provide our broadband internet services through a partnership with Virgin Media and Atomwide. You can find the LGFL Privacy Policy here:

<https://static.lgfl.net/LqflNet/downloads/policies/LGfL%20Privacy%20Notice.pdf>

Google and GSuite for Education

We use GSuite and its associated apps to enable our pupils and staff to work together, online and in the cloud. We will increasingly use Google Cloud and GSuite and therefore Google gain a special section on our consent form above.

We use a special version of the core GSuite Apps to provide a secure learning intranet for our pupils and staff. Children use a Gmail login to access our system servers and the intranet and internet in school. With school Gmail and Google Docs, for example, work and emails cannot be shared with external email accounts, only with others within @stcecilias.school - the school's Google domain. Google require basic information to set up these accounts, your child's year group and name.

Google Cloud does contain much of the electronic work that your child completes in school. By logging in at home, using the same login as at school, your child can continue working on projects started in school, often using one of the main apps of GSuite, Google Classroom.

Our pupil accounts have a particular set of security settings to reflect the fact that the system is being used by a child. We take advice on these settings from companies that advise use, including LGFL, Google and Cygnet IT. On leaving the school, we can transfer your child's digital learning record to his/her own gmail account through the Google TakeOut system - the school does not then retain any data. This can be a wonderful souvenir of learning. Google accounts are deleted within a few weeks of a child leaving St Cecilia's.

Google's Privacy Policy for GSuite can be found here:

<https://policies.google.com/privacy/update>

2 Simple Build A Profile (in Early Years Foundation Stage only)

Enables us to store learning assessments in the Early Years. We capture learning and share it with parents through the app. We delete information once a child reaches the end of Year 1.

2Simple's Security and Privacy information can be found here:

<https://www.2simple.com/2buildaprofile>

Class Dojo

We use Class Dojo across the school to share learning events, community celebrations, reminders and alerts. Parents register directly with Class Dojo through their website and their App on Android and iPhone. We do not retain the information sent to Class Dojo. Children can have accounts in Class Dojo, in the 2017 rollout we are not planning to use child accounts in school, although some children have connected to the app in this way with their parents at home. The Class Dojo system deletes data according to the amount of content per class.

<https://www.classdojo.com/privacy/>

Parent Mail

We use Parent Mail to email you from the school offices and to enable us to accept electronic payments for a variety of services from meals and childcare to the school fund, class trips and visits. Parents login to keep their information secure and update their own account information. Parents Mail's Privacy Policy can be found here:

<https://www.parentmail.co.uk/privacy-policy>

Stanley Baker Studios

They take our formal school photographs each year, individual photos of every child and group photos of classes. Stanley Baker's Privacy Policy can be found here:
<http://www.sbsdigital.co.uk/privacy-policy/>

RM Maths

Certain children may use RM Easimaths to support their learning in Mathematics, we share your child's Maths work with them. RM Easimaths Privacy Policy can be found here:
<https://www.rmeasimaths.com/footer/privacy.aspx>

Micro Librarian

Micro Librarian provide Junior Librarian, which manages our library catalogue, membership, issues and returns. It stores our child's core data - name, date of birth, image, email and class. It can also contain data from your child's fingerprint to enable quicker account access at the library desk. Should we proceed with biometric identification, we will seek permission to use your child's thumbprint through a separate process of explicit consent - pin codes are available as an alternative login method. Records are deleted when a child leaves the school.
<https://home.microlib.co.uk/privacy.html>

Smore.com

We use Smore to send out our school newsletters. We provide it with parent emails to enable us to contact parents efficiently. Parents can unsubscribe at any time by using the link at the bottom of the email page. Smore uses Google Analytics to inform us of a variety of statistics on readership. We maintain an archive of school newsletters on Smore.Com and our website as they record the history of the school.
<https://www.smores.com/privacy>

Lexia

Lexia is an online website, used by some children, to support their learning in English.
<http://www.lexialearning.com/privacypolicy/index.html>

E4 Education

They provide our school website for us, we upload information to the site through a content management system. It does not contain personal information but it can contain images of children. Images on the website are deleted each time the site is refreshed.
<https://www.e4education.co.uk/privacy>

Vimeo

We store and lock videos on Vimeo.Com and then share them with parents using a secure password that is published to the whole class. We only use Vimeo for important events that need to be recorded and shared, a nativity play for example. Parents can share this password with family members, they can download the videos for a block of time. The school maintains the videos in our archive along with other important documents which reflect the history of the school. Access to the videos can be restricted after time to prevent access. Without consent for Vimeo your child may not be in a filmed performance.
<https://vimeo.com/privacy>

The latest version of this information can be found on our website.
www.stceciliasschool