

ST. JOHN'S C.E. PRIMARY SCHOOL FRIERN BARNET

GENERAL DATA PROTECTION REGULATIONS (GDPR) PRIVACY NOTICE FOR PUPILS AND THEIR FAMILIES

This privacy notice ensures St. John's school is compliant with the GDPR and communicates the process of managing personal data relating to pupils and their families.

Who processes your information?

St John's 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.

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 St John's School upholds are imposed on the processor.

The school has a data protection officer (DPO). Their role is to oversee and monitor the school's data protection procedures to assist the head teacher and governors in ensuring that the school is compliant with the GDPR. Adam Rynhold acts as a representative for the school with regard to its data controller responsibilities. He can be contacted at arynhold.302@lgflmail.org.

Why do we collect and use your information?

St John's 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. 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
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

What is personal data and what data is collected?

The school and its employees will have access to a wide range of personal information and data. The data may be held in a digital format or on paper records. Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances.

In accordance with the above, personal data of pupils and their families is collected. Any list in this document is only intended to give an indication of the most common categories and not be a complete and final list.

- Curricular and academic data e.g. class lists, pupil attainment and progress records, reports and references
- Any other information that might be shared by parents and carers or by other agencies working with families or staff members

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

- Personal information – 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 information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Safeguarding and child protection information when required
- Information about pupils required for school journeys and/or class outings and activities
- Photographs – these will be used to aid our records management and attendance procedures. Where photos are displayed within the school building, pupils' forenames only may be used. Website photos and photos published online will not be accompanied by pupils names

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 by legislation 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 St John's School and their families is stored in line with the school's GDPR Policy.

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,

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. St John's 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 NDP 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 NDP is maintained.

St John's 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 National Health Service
- Organisations who work with the school or from whom the school commissions services, eg. the Barnet Education Arts Trust (BEAT), sport enrichment providers eg. Phoenix Canoe Club, school journey providers eg. Adventure International, etc.

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 John's School uses your personal data
- Request access to the personal data that St John's 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 have a concern about the way St John's School and/or the DfE is collecting or using your personal data, you can raise a concern with the 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 school website at www.stjohnsprimaryn11.co.uk

Ratified: Summer 2018

Reviewed: Autumn 2022

Next Review Date: Autumn 2025

Please read, sign and return the declaration section on the next page.

PARENT(S) / CARER(S) DECLARATION

(please ensure where applicable, that both parents/carers complete and return the declaration)

I (parent/carer 1) (name of individual)

I (parent/carer 2) (name of individual)

declare that I understand:

- St John's School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements
- How my data is used
- St John's School may share my data with the DfE, and the LA
- St John's School will not share my data to any other third parties without my consent, unless the law requires the school to do so
- St John's School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed
- My data is retained in line with the school's GDPR Policy
- My rights to the processing of my personal data
- Where I can find out more information about the processing of my personal data

Name

(parent/carer

1) :

Signature:

Date:

Name

(parent/carer

2) :

Signature:

Date:
