THIS IS A COPY OF OUR ONLINE FORM WHICH IS SENT OUT AT THE START OF EACH NEW SCHOOL YEAR AND TO NEW FAMILIES JOINING US
St Bega’s Church of England Primary School
Eskdale Green
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Cumbria
CA19 1TW

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Head Teacher:  Mrs Elizabeth Stellmacher

**Privacy notice for parents/carers**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, St Bega’s C of E Primary School are the ‘data controller’ for the purposes of data protection law.
Our data protection team consists of Mrs Liz Stellmacher, Mrs Fran Hoggarth and Mrs Madonna Adams.

**The personal data we hold**
Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

Contact details, contact preferences, date of birth, identification documents
Results of internal assessments and externally set tests
Pupil and curricular records
Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
Exclusion information
Details of any medical conditions, including physical and mental health
Attendance information
Safeguarding information
Details of any support received, including care packages, plans and support providers
Photographs
We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

**Why we use this data**

We use this data to:

Support pupil learning
Monitor and report on pupil progress
Provide appropriate pastoral care
Protect pupil welfare
Assess the quality of our services
Administer admissions waiting lists
Carry out research
Comply with the law regarding data sharing
meet the statutory duty placed upon us to report infectious diseases e.g. supporting the Covid-19 test and trace system

**Our legal basis for using this data**

We only collect and use pupils’ personal data when the law allows us to. Most commonly, we process it where:

We need to comply with a legal obligation
We need it to perform an official task in the public interest
Less commonly, we may also process pupils’ personal data in situations where:
We have obtained consent to use it in a certain way
We need to protect the individual’s vital interests (or someone else’s interests)
Where we have obtained consent to use pupils’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.
Some of the reasons listed above for collecting and using pupils’ personal data overlap, and there may be several grounds which justify our use of this data.

**Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.
Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

**How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. The ‘Information and Records Management Society’s toolkit for schools’ sets out how long we keep information about pupils.

**Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.
Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

*Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
*The Department for Education – requirement as part of statutory data collections*
*The pupil’s immediate family and representatives- for the welfare of the child*
*Our regulator Ofsted- legal requirement for Ofsted to carry out inspections under section 5 and section 8 of the Education Act 2005*
*Suppliers and service providers – to enable them to provide the service we have contracted them for*
*Financial organisations – to aid in the financial planning and budgeting of the school*
*Survey and research organisations- To improve educational outcomes for children*
*Health authorities- to enable them to provide services to children e.g.immunisations*
*Health and social welfare organisations- to enable them to provide services and support to families*
*Police forces, courts, tribunals- to ensure the safety of all children and families*
*Public Health England and, to support Covid-19 testing, tracking and tracing (or any similar public health emergency action), partners like the NHS, Local Authority Public health and District Council Environmental Health Departments*

**National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.
Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.
The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.
The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.
For more information, see the Department’s webpage on how it collects and shares research data.
You can also contact the Department for Education with any further questions about the NPD.

**Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

**Parents and pupils’ rights regarding personal data**

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the school holds about them.
Parents/carers can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.
Parents also have the right to make a subject access request with respect to any personal data the school holds about them.
If you make a subject access request, and if we do hold information about you or your child, we will:
Give you a description of it
Tell you why we are holding and processing it, and how long we will keep it for
Explain where we got it from, if not from you or your child
Tell you who it has been, or will be, shared with
Let you know whether any automated decision-making is being applied to the data, and any consequences of this
Give you a copy of the information in an intelligible form
Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.
If you would like to make a request please contact our data protection team.
Parents/carers also have a legal right to access to their child’s **educational record**. To request access, please contact Mrs Liz Stellmacher- Headteacher.

**Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
Object to the use of personal data if it would cause, or is causing, damage or distress
Prevent it being used to send direct marketing
Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
Claim compensation for damages caused by a breach of the data protection regulations
To exercise any of these rights, please contact our data protection officer.

**Complaints**

We take any complaints about our collection and use of personal information very seriously.
If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.
To make a complaint, please contact our data protection officer.
Alternatively, you can make a complaint to the Information Commissioner’s Office:
Report a concern online at https://ico.org.uk/concerns/
Call 0303 123 1113
Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection team**:
Mrs Liz Stellmacher- Headteacher- head@st-begas.cumbria.sch.uk
Mrs Fran Hoggarth- Administrator- admin@st-begas.cumbria.sch.uk
Mrs Madonna Adams- Safeguarding Governor- madonna@st-begas.cumbria.sch.uk
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 (http://www.st-begas.cumbria.sch.uk/ ) or download our GDPR Data Protection Policy.

**-Please sign digitally below to declare that you understand:**

•St Bega’s C of E Primary 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 Bega’s C of E Primary School may share my data with the DfE, and subsequently the LA.
• St Bega’s C of E Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
• St Bega’s C of E Primary 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 Data Protection Policy.
• My rights to the processing of my personal data.
• Where I can find out more information about the processing of my personal data