OUR SCHOOL VISION

Our mission is to RECOGNISE the original gifts of our young people, preparing them for SERVICE in the common good for the transformation of society and we aim for academic EXCELLENCE for all, for the sake of the dignity of the individual.

OUR MISSION STATEMENT

Together,
Through our words and actions,
Our work and play,
We point towards Christ
Each and every day

St. John the Baptist Catholic Primary School,
Floral Way,
Andover.

GDPR POLICY/Privacy Notice

"I will be careful what I do." (Ps 39:1)

This policy has been approved and adopted by the Governing Body in May 2026 and will be reviewed in May 2027

Signed by Chair of Governors: _____

Signed by Headteacher:_____

Date	Reason & Changes Made	By
11/4/24	Policy review Reviewed and amended against DFE Model Privacy Notice (July 2023)	Catherine Whatley Headteacher
27/4/26	Policy review Aligned with MTCAT policy	Catherine Whatley Headteacher

Aims

Our school aim to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the provisions of the Data Protection Act 2018 (DPA 2018).

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

Legislation and Guidance

This policy meets the requirements of the UK GDPR and the provisions of the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the UK GDPR and the ICO's code of practice for subject access requests. It also reflects the ICO's code of practice for the use of surveillance cameras and personal information.

Definitions

Term	Definition
Personal Data	Any information relating to an identified, or identifiable, individual. This may include the individual's: • Name (including initials) • Identification number • Location data • Online identifier, such as a username It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.
Special categories of personal data	Personal data which is more sensitive and so needs more protection, including information about an individual's: • Racial or ethnic origin • Political opinions • Religious or philosophical beliefs • Trade union membership • Genetics • Biometrics (such as fingerprints, retina and iris patterns), where used for identificatio purposes • Health – physical or mental • Sex life or sexual orientation
Processing	Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying. Processing can be automated or manual.
Data Subject	The identified or identifiable individual whose personal data is held or processed.
Data Controller	A person or organisation that determines the purposes and the means of processing of personal data.
Data Processor	A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.
Personal Data Breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

Privacy Notice - How we use pupil information

The school collects and uses personal information (referred to in the General Data Protection Regulation (GDPR) as personal data) about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable the provision of education and other associated functions. In addition, the school may be required by law to collect, use and share certain information.

The categories of pupil information that we process includes:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as faith, ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement, names and contact details of adults authorised to collect each child)
- Special educational needs (such as professional reports and assessments)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as Reception Baseline results, key stage 1 and phonics results, multiplication test check results)
- Modes of travel
- Behavioural information (such as exclusions, any relevant alternative provision put in place, involvement of other professionals or agencies)
- Mental health and wellbeing information (such as professional reports and assessments)
- Photographs and digital recordings of pupils

This list is not exhaustive.

Why we collect pupil information

We collect and use personal information:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services and how well our school is doing
- Statistical forecasting and planning
- To comply with the law regarding data sharing
- For the purposes of educational research

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital

interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information, we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another. Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

The following is a list of the lawful reasons (from Article 6, GDPR) which enable us to collect data:

- Necessary for the compliance with a legal obligation
- Necessary to protect the vital interests of the data subject
- Necessary for the performance of a task carried out in the public interest
- The data subject has given consent to the processing
- Necessary for the performance of a contract with the data subject

In addition, concerning any special category data, lawful reasons from Article 9, GDPR:

- Necessary for establishing, exercising or defending legal rights
- Necessary for reasons of substantial public interest
- Necessary and authorised by law for employment obligations
- Necessary to protect the vital interests of the data subject and consent is not feasible

Collecting pupil information

We request and collect pupil information via:

- Registration forms at the start of the school year
- Common Transfer File (CTF) or secure file transfer from previous school
- Contact with other professionals or agencies throughout the school year as necessary

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, 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 for / in accordance with our retention schedule. Information about this can be found by asking at the school office.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority

- Catholic Academies and Schools Office (CASO), Portsmouth Diocese
- The Department for Education (DfE)
- Children's Services
- Learning Platforms (such as Seesaw, Accelerated Reader, Spelling Shed)
- Researchers from reputable institutions

Why we regularly 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.

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 the school's Data Protection Officer – Tina Hawkins, 01264 361 806.

You also have the right to:

- Ask us for access to information about you that we hold
- Have your personal data rectified, if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education (DfE) 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 for Education (DfE).

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-npd-privacy-notice/national-pupil-database-npd-privacy-notice

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- Schools and local authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

How to find out what personal information the Department of Education (DFE) holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- If they are processing your personal data
- For a description of the data they hold about you

- The reasons they're holding it and any recipient it may be disclosed to
- For a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:
https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact the Department for Education (DfE): https://www.gov.uk/contact-dfe