# St Catherine's Catholic Primary School

"Loving and Learning Together as Jesus taught us"

# Privacy Notice Policy

Date of policy review: **November 2025**
**Next review: November 2027**

Policy Reviewed & Passed by the Governors
Key Person Responsible: Maureen Kelly

Last updated: November 2025

# Privacy notice – how the school uses pupil information

## What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. referrals, court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – including the needs and ranking
- **Pupil Premium** – Including Free School Meals
- **Medical and administration** – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. logs of incidents and consequences, exclusions and any relevant alternative provision put in place

## Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet the statutory duties placed on us for government data collections

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis/bases we rely on for processing pupil information are:

The school has a lawful basis/base for collecting and using personal information. For each purpose and use, the basis is in accordance with Article 6 of the UK GDPR i.e where it is consent, contract, legal obligation, vital interests, public task, legitimate interests. It is also based on one from Article 9 where the data processed is "special category" data. Additional relevant legislation for DFE collections can be found on the DFE website.

## How do we collect your information?

We collect your personal information via the following methods:

- Registration forms – electronic and paper forms
- Common Transfer File (CTF) from your previous school

- Child protection plans

Pupil data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

## How do we store your information?

We hold your personal information securely in electronic form until your child leaves the school. Records are then passed on to the child's next school. Systems are password protected and can only be access by specific staff.

## Who do we share your information with?

We routinely share your information with:

- The local authority (LA) including MASH
- The Department for Education (DfE)
- Westminster Diocese
- Schools that you go to after leaving us

We also share information with the school nurse and other NHS services.

## Why do we share your information?

We share information with MASH for safeguarding purposes. We share end of key stage assessment data with the LA and the DFE. We share census information with the DFE and the Diocese of Westminster.

### Department for Education (DfE)

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework,, which can be found by following this link: https://www.gov.uk/government/publications/security-policy-framework

## How does the government use your data?

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.

- Informs ‘short-term’ education policy monitoring and school accountability and intervention.
- Supports ‘longer-term’ research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: 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 NPD.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice

**Sharing by the DfE**

The DfE is legally allowed to share pupils’ personal information with certain third parties, including the following:

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

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data
- https://www.gov.uk/government/publications/dfe-external-data-shares

## How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

You can also contact the DfE directly using its online contact form by following this link: https://www.gov.uk/contact-dfe.

## What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- 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 and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact the School Business Manager Mrs McKenzie via email office@stcatherines.barnetmail.net.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's business manager in the first instance who will direct you to the DPO. You can also contact the Information Commissioner's Office (ICO) at https://ico.org.uk/concerns. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

## How to withdraw consent and lodge complaints

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the School Business Manager Mrs McKenzie via email office@stcatherines.barnetmail.net.

## Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on November 2025

If you would like to discuss anything in this privacy notice, please contact the School Business Manager Mrs McKenzie on office@stcatherines.barnetmail.net.

If you require further information about how we and/or the DfE store and use your personal data, please visit our school website, www.st-catherines.barnet.sch.uk or the Gov.UK website, (https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data) or download our Data Protection Policy from our website.