



# St Mary's RC High School

Lugwardine, Hereford, HR1 4DR

Tel: 01432 850416 / 850755

[admin@st-maryshigh.hereford.sch.uk](mailto:admin@st-maryshigh.hereford.sch.uk)

[www.st-maryshigh.hereford.sch.uk](http://www.st-maryshigh.hereford.sch.uk)

Headteacher: Mr S Wetson BA(Hons) PGCE NPQH

## Privacy Notice for Pupils, Parents & Carers

This privacy notice sets out how and why we collect and process personal information relating to current and former pupils and the parents / carers of current and former pupils.

### **The Data Protection Officer**

The School's Data Protection Officer is HY Education who can be contacted by E-mail: [dpo@wearehy.com](mailto:dpo@wearehy.com); Post: HY Education, 3 Reed House, Hunters Lane, Rochdale, OL16 1YL

### **Information held about you**

In order to provide efficient and effective services it is necessary for us to collect and process personal information about you. This information will include:-

- personal identifiers and contacts - such as name, unique pupil number, DOB, contact details (including parent / carer contact details) and photographs
- characteristics information- such as ethnicity, language, free school meal eligibility , pupil premium information,
- safeguarding information – such as court orders and professional involvement
- special educational needs information – including needs and ranking
- medical and administration information – such as doctors information, health, dental health, allergies, medication and dietary requirements
- attendance information – such as sessions attended, number of absences, reasons for absences and previous schools attended
- behavioural information – such as exclusions, relevant alternative provision put in place
- assessment and attainment information – such as national curriculum assessment results
- information relating to communications with you – such as details of home visits, meetings, telephone calls, parental consent
- choices made - including school meal arrangements, trips, activities, extracurricular activities, wrap around care
- careers information – including future preferences and action plans
- financial information – for example to check eligibility for free school meals
- CCTV Images
- student education history - including where pupils go after they leave St Mary's

This list is not exhaustive.

### **Why we collect this data and how will we use the information we hold about you**

We will collect and process information about you to fulfil the school's official functions and meet legal requirements:-

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to safeguard those in our care
- to assess the quality of our services and how well we are doing
- to keep children safe (for example food allergies and emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

- to underpin school funding
- to inform short term education policy monitoring, school accountability and interventions
- to support longer term research and monitoring of educational policy

This information is essential for the school's operational use. While the majority of information you provide to us is mandatory some of it is requested on a voluntary basis. In compliance 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 in this and we will tell you what you need to do if you do not want to share this information with us.

Information may also be obtained from other sources including the local authority and other educational settings previously attended.

### **What is the legal basis for us to process your data?**

There is a wide ranging framework of legislation that governs the school's actions to educate and safeguard the wellbeing of its pupils.

The majority of information collected and processed is done so under this legal framework or in the performance of a public task to ensure the efficient management of the school and the health and wellbeing of our students.

Relevant health and medical information is collected and processed in order to protect the vital interests of our pupils.

Other information may be collected and processed with your consent, which you can withdraw at any time.

### **Who is processing my data?**

All personal data is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is St Mary's RC High School.

St Mary's RC High School contracts with a number of carefully vetted companies who process data on behalf of the school, these include: Examples

- Capita SIMS – used to manage pupil data
- Eclipse – used to record pupils names for accessing library books
- Accelerated Reader – used to record pupils reading progress
- My Concern – used to capture child protection and safeguarding records
- ParentMail – used for school to home and home to school communications and updates, and secure online payment
- Edulink One – used for sharing pupil data and attainment, providing and updating information
- Herefordshire Council Revenues & Benefits – used to manage free school meal applications
- Microsoft – we use a number of applications including Microsoft Forms to collect and manage personal data.
- Alliance in Partnership Ltd – used to manage pupil accounts in the cashless school canteen and to share allergy information
- SISRA Analytics – used to analyse student attainment and progress

### **Who we will share your information with**

We do not share information about pupils, parents or carers with anyone without consent unless the law and our policies allow us to do so. Under the legal framework we routinely share pupil information with:

- schools, colleges, organisations that the pupils attend after leaving us
- our local authority

- the Department for Education
- the school nurse
- the NHS
- the Police
- youth support services (pupils aged 13+)

With your consent, your information may also be shared with: Examples

- Twitter – used to promote and celebrate events pupils take part in
- St Mary's RC High School website and newsletters – used to promote and celebrate events pupils take part in

We will not normally share your information without your consent; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law; for monitoring and funding purposes; safeguarding, and in risk of harm or emergency situations. Any information shared will be with appropriate individuals on a need to know basis. Only the minimum information required will be shared.

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

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> Information about the National Pupil Database can be found at <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

### Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.
- social care legislation.

### Youth Support Services Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service at the local authority.

#### Youth Support Services Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

Once they reach the age of 16 a pupil can object to their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

Data is securely transferred to the youth support service at the local authority.

For more information about services for young people, please visit our local authority website.

#### **How do we store and how long do we keep your information?**

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept no longer than the maximum time required by law as outlined in the school's records retention policy. All information will be held securely and destroyed under confidential conditions at the appropriate time.

#### **Your rights**

You have a number of rights under data protection law, including the right to request a copy of your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to St Mary's RC High School Lugwardine, Hereford, HR1 4DR [admin@st-maryshigh.hereford.sch.uk](mailto:admin@st-maryshigh.hereford.sch.uk)

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting [admin@st-maryshigh.hereford.sch.uk](mailto:admin@st-maryshigh.hereford.sch.uk)

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.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

#### **Providing Accurate Information**

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update our records.

### **Further information**

If you have any questions or concerns about how your information is used, please contact [admin@st-maryshigh.hereford.sch.uk](mailto:admin@st-maryshigh.hereford.sch.uk) in the first instance.

Alternatively you can contact HY Education, the Data Protection Officer.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>