



**GDPR Privacy Notice – Pupils & Families**  
**St. John's Mosley Common C.E. Primary School**  
**St. John's Mosley Common Nursery & Out of School Club**

**Who processes your information?**

St. John's Mosley Common C.E. Primary 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. For queries regarding data processing please contact the School Business Manager at the school office on 0161 790 2195.

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 Mosley Common C.E. Primary School upholds are imposed on the processor.

The Data Protection Officer for the school is Joanne Buckley. Their role is to oversee and monitor the school's data protection procedures and to ensure they are compliant with the GDPR.

**Why do we collect and use your information?**

St. John's Mosley Common C.E. Primary 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 • Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013 In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:
  - To support pupil learning
  - To monitor and report on pupil progress
  - To provide appropriate pastoral care
  - To assess the quality of our service
  - To comply with the law regarding data sharing
  - To safeguard pupils

- Support and Services

### **Which data is collected?**

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

- Personal information – e.g. names, pupil numbers, addresses, date of birth, In-care/Post In-Care details etc.
- Characteristics – e.g. ethnicity, home/first language, religion, free school meal eligibility and pupil premium eligibility.
- Attendance information – e.g. number of absences and absence reasons, punctuality, authorised/unauthorised absences, holidays in term-time.
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information.
- Information relating to SEND.
- Behavioural information – e.g. number of temporary exclusions.

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 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.

The categories of parent information that the school collects, holds and shares includes the following:

- Contact information, including addresses, telephone numbers and e-mail addresses (where provided) of parents and/or any other emergency contacts.
- Information/details, where provided, to allow FSM eligibility checks.
- Safeguarding.

### **How long is your data stored for?**

Personal data relating to pupils at St. John’s Mosley Common C.E. Primary School and their families is stored in line with the school’s GDPR Data Protection Policy and Management Records 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 Mosley Common C.E. Primary 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 Mosley Common C.E. Primary 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 NHS
- The DfE
- ICT Provider
- Capita (school's hosted school management system)
- Support and services;
  - Librarian Systems
  - Text Messaging service provider
  - Safeguarding systems
  - Meal ordering system
  - School visits system
  - Sports Providers
  - External after-school club providers
  - On-line payments system (when introduced)
  - Residential visits providers
  - External photography providers

## **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 Mosley Common C.E. Primary School uses your personal data.
- Request access to the personal data that St. John's Mosley Common C.E. Primary School holds.
  - 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 13), 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 the School Business Manager.
  - Parents/carers also have a legal right to access to their child's educational record. To request access, please contact the School Business Manager.
- 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 Mosley Common C.E. Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (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 website: [www.saintjohnsmosleycommon.co.uk](http://www.saintjohnsmosleycommon.co.uk) or download our GDPR Data Protection Policy.

### **Declaration:**

I declare that I understand:

- St. John's Mosley Common C.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. John's Mosley Common C.E. Primary School may share my data with the DfE and subsequently the LA.
- St. John's Mosley Common C.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. John's Mosley Common C.E. Primary School will always ask for explicit consent where it 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 and Records Management 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 (Please print):** .....

**Signature:** .....

**Date:** .....