



Privacy Notice – Pupil Information: How we use it

What we need and why we need it

We collect, use and store personal information about our pupils and their parents/carers; this information helps us to:

- support our pupils' teaching and learning;
- follow and report on our pupils' progress;
- provide the right care and support for our pupils;
- understand how well our school is doing as a whole; and
- fulfil our duties under Data Protection Act 1998 and the General Data Protection Regulations.

The information we collect, use and store includes names and contact details, pupil place and date of birth, assessment marks and results, attendance records, any exclusion information, Special Educational Needs information (if relevant), disability information (if relevant), gender, ethnic group, religion and any relevant medical information.

For a more comprehensive list of the information held by schools, please see the Department for Education (DfE) Common Basic Data Set, here:

<https://www.gov.uk/government/publications/common-basic-data-set-cbds-database>

Information we receive

If you provide us with contact details of others, for example, in case of emergency or when you may not be available please ensure they are aware their information has been passed to the school.

We will also receive the above types of personal information, where relevant, from the previous school/nursery and may also receive information from the Local Authority (LA) and the DfE.

Who we share it with

Effective and relevant information sharing between parents, schools, LAs and the DfE is necessary to ensuring that all children are safe and receiving suitable education.

1. Local Authority and Department for Education

We are required, by law, to pass certain information about our pupils to the LA, and the DfE. Where relevant this may include reporting safeguarding concerns to Social Services at the LA or to request education support services.

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection law. Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of

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data requested and the arrangements in place to store and handle the data. For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) the DfE have provided pupil level data to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

2. Attendance and Welfare Support

We have contracted Central School Attendance and Welfare Service (CSAWS) to provide Attendance and Welfare Support services. If we have any attendance concerns we will pass pupil's name, contact details, date of birth or age and gender to the team. More information about how CSAWS uses and stores personal information can be found at:

<http://www.csaws.co.uk/privacy-notice/4591967781>

3. Schools

We will also pass information about pupils to their next school in order that the educational record is maintained for a pupil's entire school life.

4. Safeguarding

My Concern is a program that staff use to record any concerns they may have about a child. This information might relate to safeguarding, attendance issues and behavior. All data is secure and staff have individual user names and passwords. Access to the full site is also limited to the school's Designated Safeguarding Leads only. For more information and to see My Concern's GDPR Compliance Statement and Privacy Policy click on the links below:

<https://www.myconcern.co.uk/gdpr-compliance/>

<https://www.myconcern.co.uk/privacy-policy/>

5. Online payment system

We utilise ParentPay as our online payment system. As part of this facility we are required to share certain information with ParentPay Ltd including pupils' names and year of study. For details of how ParentPay use and store information (including what you tell them when you register for an account) please visit: <https://www.parentpay.com/privacy-policy/>

6. Communication

We use the text messaging service Teachers2Parents to communicate with all parents about key events such as school closures and trips and ad hoc messages about your child, such as participation in a sports event. In order for you to receive these messages the data we are required to share with Teachers2Parents is pupil name and year group; parental contact(s) and mobile phone numbers. More information about Teachers2Parents' GDPR compliance is available here: <https://eduspot.co.uk/gdpr-statement/>

7. Attendance

We use The Contact Group 'Truancy Call' service to contact parents via text messages and telephone calls when children are late or absent and we have not received an explanation. We have given The Contact Group permission to access our student database to obtain the relevant information. More information about how The Contact Group use and store data is available here: <https://www.thecontactgroup.com/gdpr/>

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8. Online Assessment Package

We use School Pupil Tracker to record and monitor the attainment and progress of all children. Information about our children such as their attendance and pupil premium eligibility is shared through our SIMs system. School Pupil Tracker is accessed by senior leaders and class teachers; they each have an individual user name and password. More information about how School Pupil Tracker uses and securely stores information can be found at:

https://secure.schoolpupiltrackeronline.co.uk/documents/GDPR_Compliance_Information.pdf

9. Online learning resources

We use SPAG.com to provide the pupils with practice punctuation and grammar tests. The school sets each child an individual username and password which helps the teachers support the children's learning. The pupils are only able to access their own account and these accounts are private. The information is stored for as long as the account is active.

More information about how SPAG.com uses and stores information can be found at: <https://www.spag.com/Content/SPAG-DPP-GDPR-Compliant.pdf>

We use 3P learning so that the pupils can access reading eggs and mathletics to help embed the skills they have learnt in their maths and literacy lessons. The school sets each child an individual username and password which helps the teachers support the children's learning. The pupils are only able to access their own account and these accounts are private. The information is stored for as long as the account is active.

More information about how 3P learning uses and stores information can be found at: <http://www.3plearning.com/privacy/>

10. Pupil social media site

GoBubble is a safe social network for young children.

A team of ex-police and teachers moderate the site to help keep young children safe. We have set up a school account which then creates accounts for all parents and pupils in KS2. It is then the responsibility of the parent to agree to open an account for themselves and their child. The accounts can be closed at any time and all data will be removed when an account is closed.

More information about how gobubble uses and stores information can be found at: <http://help.gobubble.school/legal/>

11. Pupil led online safety system

eCadets is used in our school to offer all pupils in KS2 with knowledge and skills to help equip them better for the world of online safety. The lessons are conducted by our ecadet pupil representatives who have access to the ecadet.zone. The school gives each ecadet representative a username and password which allows them access to the ecadet.zone where they receive lessons and challenges that they will share with their fellow pupils. Parental consent was given for these selected pupils to have access to the ecadet.zone. The accounts can be closed at any time and all data will be removed when an account is closed. Further information about how eCadets use and store your data is available from the school office.

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How long we keep it

The information we collect, use and store about pupils and their parents/carers is retained either until it is updated/superseded or until the pupil leaves. If we are the pupil's last known school we will retain the information until the pupil is at least 25 years old; this ties in with the Limitation Act 1980.

Your rights

Data Protection law allows an individual to ask the school for copies of the information we hold about them or their children. If you would like more information about this please contact Mr Ian Gallagher, Headteacher. If at any point you believe the information we hold is inaccurate or you have concerns about our use of it please let us know.

Consent

We have collected consent to process information about **photos and media usage i.e. Twitter, School Newsletter and website**, please note, you have a right to withdraw consent at any time and can contact the school to do this.

Contact

For more information on the content of this Notice, how St John the Baptist complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact Mr Ian Gallagher, Headteacher, who will respond or investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with Data Protection law you can complain to the Information Commissioner's Office (ICO).

The School Data Protection Officer can be contacted via email at schooldpo@warwickshire.gov.uk and by post at: Warwickshire Legal Services, PO Box 9, Shire Hall, Warwick, CV34 4RL

For more information about how the LA stores and uses the information we pass to them, please contact Education Information Management Services
Tel: 0121 704 8313
Email: eims@solihull.gov.uk

For more information about how the DfE stores and uses information about pupils, you can visit the following website or contact them at the details below:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
Tel: 0370 000 2288
Contact form: <https://www.gov.uk/contact-dfe>