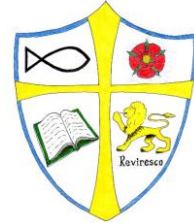


ST CHARLES' RC PRIMARY SCHOOL

Knowles St, Rishton, Lancashire, BB1 4HT
Telephone (01254) 886110
Head teacher: Mrs V Baker BA (Hons) ALCM PGCE
Email: bursar@st-charles.lancs.sch.uk
<http://st-charles.lancs.sch.uk/>



"Bring Forth Christ"

Determination Friendship Good Manners Respect Responsibility

4 June 2018

Dear Parents/Guardians,

Privacy Notice

All organisations must have a legal basis for processing your personal information or your child's personal data. This legal basis could be a legal obligation, life or death situations, as part of a contract with you or through consent given by you. You can give consent for yourself or your child if they are under the age of 13. If your child is 13 or older then they need to give consent themselves.

The General Data Protection Regulation (GDPR) May 2018 explains that: Consent must be freely given, specific, informed and an unambiguous indication of your wishes. There must be a clear affirmative action showing your consent. Also, consent can be removed, however there may be another legal basis for processing your personal data.

This form is used to record evidence of your explicit consent to process the following personal data.

The categories of personal information that we process include:

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity and disability)
- medical information, special needs and behavioural information
- episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)



Why we collect and use this information

We use this personal data to:

- a) support these children and monitor their progress
- b) provide them with pastoral care
- c) ensure you are always contactable in the case of an emergency
- d) Maintain effective levels of communication for the benefit of the children
- e) assess the quality of our services
- f) evaluate and improve our policies on children's social care

Collecting this information

We collect personal information via data collection sheets, verbal updates, e-mail updates, written updates.

Children in need and children looked after information is essential for the local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with GDPR, 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.

Storing personal data

We hold data securely for the set amount of time shown in our data retention schedule. Data is stored securely in the school office both electronically and in written form, and if elsewhere, securely in a locked cabinet. It is disposed of when it becomes obsolete or when a child moves onto another school unless school has a legal reason to retain the information.

Who we share this information with

We routinely share this information with:

- the Department for Education (DfE)-statutory data collections
- Relevant staff and medical/education agencies or establishments but only when benefitting the child or families
- The NHS
- Support Services

Why we share this information

We do not share information about our children in need or children looked after with anyone without consent unless the law and our policies allow us to do so. 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 children in need and children looked after



with the Department for Education (DfE) for the purpose of those data collections, under:

Section 83 of 1989 Children’s Act, Section 7 of the Young People’s Act 2008 and also 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](#).

For more information, please see ‘How Government uses your data’ section.

Requesting access to your personal data

Under data protection legislation, parents, carers and children have the right to request access to information about them that we hold. To make a request for your personal information contact Mrs Christine Holden, Data Protection officer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern 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/>

How Government uses your data

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

- develop national policies
- manage local authority performance
- administer and allocate funding
- identify and encourage good practice

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education go to:

Children in need: <https://www.gov.uk/guidance/children-in-need-census>



Children looked after: <https://www.gov.uk/guidance/children-looked-after-return>

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 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.

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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the department to share pupils' personal data with certain third parties, including:

- schools
- 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's 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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the department 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/dfе-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>



Consent

I give my consent for St Charles RC Primary School to process my personal information as detailed in the privacy notice letter and I understand that I can withdraw my consent at any time by contacting the school and requesting that they no longer process this personal information unless there is a legal obligation to do so.

Child's name:	
Your Name:	
Address:	
Phone:	
E-mail:	
Signed:	
Date:	

I apologise for the extra paperwork to complete, but we are bound by new Government Regulations. It is really important that you complete this page and return it to school as soon as you can. Any previous consent will no longer be valid.

Thank you in advance for completing this form.

Yours sincerely

Mrs Vivien Baker
Head Teacher

