

ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL

Privacy Notice for Pupils and Parents

Document Control

Document Title	Privacy Notice for Pupils and Parents
School	St Francis of Assisi Catholic Primary School
Approved By	Governing Body
Legislation	UK GDPR and Data Protection Act 2018
Reviewed on	Sept 2026

1. Introduction

St Francis of Assisi Catholic Primary School is committed to protecting the privacy, security and confidentiality of personal information relating to pupils and their families.

This Privacy Notice explains how we collect, use, store and share personal information in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education Act 1996
- Children Act 1989

As a Catholic school, we work closely with the Diocese of Arundel and Brighton and the Catholic Education Service where appropriate and lawful to do so.

2. Who Collects This Information?

St Francis of Assisi Catholic Primary School is the Data Controller for the personal information it processes.

The school is responsible for ensuring that personal information is:

- Used lawfully, fairly and transparently.
 - Collected for specified and legitimate purposes.
 - Adequate, relevant and limited to what is necessary.
 - Accurate and kept up to date.
 - Retained only for as long as necessary.
 - Stored and processed securely.
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3. The Information We Collect

The school collects, processes, stores and shares a range of information about pupils and their families.

3.1 Personal Information

This may include:

- Full name
- Date of birth
- Gender
- Home address
- Contact details
- Unique Pupil Number (UPN)
- Parent and carer information
- Emergency contact details

3.2 Personal Characteristics

Including:

- Ethnicity
- Nationality
- Country of birth
- First language
- Religion
- Free School Meal eligibility

3.3 Educational Information

Including:

- Attendance records
- Assessment results
- Attainment and progress information
- Behaviour records
- Exclusion information
- Alternative provision arrangements
- School destination information

3.4 Special Educational Needs and Disabilities (SEND)

Including:

- SEND records
- Education, Health and Care Plans (EHCPs)
- Provision and support arrangements
- Relevant medical information

3.5 Medical and Welfare Information

Including:

- GP details
- Medical conditions
- Allergies
- Medication requirements
- Dietary needs
- Health information
- Welfare concerns

3.6 Safeguarding Information

Including:

- Child protection records
- Court orders
- Child in Need information
- Professional involvement records
- Safeguarding concerns and actions taken where necessary and lawful

4. Why We Collect and Use Personal Information

The personal information collected is essential for the school to fulfil its official functions, safeguard children and meet its statutory responsibilities.

We use personal information to:

- Support teaching and learning.
- Monitor and report on pupil attainment and progress.

- Provide pastoral care and wellbeing support.
 - Safeguard children and promote welfare.
 - Manage attendance and behaviour.
 - Support Special Educational Needs provision.
 - Keep children safe, including management of medical needs and emergency contacts.
 - Assess and improve the quality of our services.
 - Process concerns, complaints and enquiries.
 - Protect vulnerable individuals.
 - Meet statutory duties placed upon the school.
 - Prevent and detect crime when required by law.
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5. Legal Basis for Processing

The school processes personal information under one or more of the following lawful bases:

- Compliance with a legal obligation.
 - Performance of a task carried out in the public interest.
 - Protection of vital interests.
 - Public health requirements.
 - Establishment, exercise or defence of legal claims.
 - Explicit consent, where appropriate.
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6. How We Obtain Information

The majority of pupil information is provided directly by parents and carers.

We may also receive information from:

- Previous schools.
 - Local Authorities.
 - The Department for Education (DfE).
 - Health services and NHS professionals.
 - External agencies involved in supporting pupils and families.
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7. Who We Share Information With

We do not share information about pupils without consent unless the law and our policies permit or require us to do so.

Information may be shared with:

- Department for Education (DfE)
 - West Sussex County Council and other Local Authorities
 - Ofsted
 - NHS services and School Nursing Teams
 - Educational Psychologists
 - Schools attended after leaving St Francis of Assisi Catholic Primary School
 - Youth Support Services
 - Safeguarding partners
 - Police and emergency services
 - Third-party providers acting on behalf of the school
 - The Diocese of Arundel and Brighton
 - The Catholic Education Service
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8. The National Pupil Database (NPD)

The National Pupil Database (NPD) is owned and managed by the Department for Education.

The school is required by law to provide information about pupils to the DfE through statutory data collections, including the School Census. Some of this information is stored in the NPD and may be used for:

- Educational research
- Statistical analysis
- Policy development
- School funding and performance monitoring

Further information can be found on the DfE website.

9. Photographs, Video and CCTV

Photography and Video

The school may take photographs, videos or digital recordings of pupils for:

- Educational purposes
- Displays around the school
- School publications
- School website and social media channels (where consent has been provided where required)
- Celebrating achievements and events

CCTV

The school operates CCTV systems where necessary to:

- Protect pupils, staff and visitors.
- Safeguard school premises.

- Prevent and detect crime.
 - Support investigations where necessary.
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10. Storage and Retention of Data

The school stores pupil information securely in both electronic and paper-based systems.

Personal information will not be retained for longer than necessary and will be managed in accordance with:

- Statutory requirements.
 - Department for Education guidance.
 - Information and Records Management Society (IRMS) Toolkit for Schools.
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11. Your Rights

Under UK data protection legislation, parents and pupils have the right to:

1. Be informed about how their information is used.
2. Request access to personal information.
3. Request correction of inaccurate information.
4. Request erasure in certain circumstances.
5. Restrict processing.
6. Request data portability where applicable.
7. Object to automated decision-making.
8. Withdraw consent where consent is the lawful basis for processing.
9. Complain to the Information Commissioner's Office (ICO).

12. Requests for Access to Personal Data

Individuals have the right to request access to personal information held by the school.

Requests should be submitted in writing to the school. The school will respond in accordance with applicable data protection legislation.

13. Withdrawal of Consent

Where the school processes personal information based solely on consent, consent may be withdrawn at any time.

Withdrawal of consent will not affect the lawfulness of processing that took place before consent was withdrawn.

14. Complaints

If you are unhappy with how the school has handled your personal information, you should first contact the school so that we can try to resolve the matter.

If you remain dissatisfied, you have the right to complain to:

Information Commissioner's Office (ICO)

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

For queries regarding this Privacy Notice or the personal information we hold, please contact the School Office.

Approved by the Governing Body of St Francis of Assisi Catholic Primary School

Review Date: Sept 2026

Next Review Due: Sept 2028