

# Privacy Notice

## Pupils and Parents/Families/Carers/Legal Guardians



St. John's Primary School is the data controller of the personal information we hold about our pupils and their parents/families/carers/legal guardians. This means that we are responsible for deciding how we hold and use the personal information which we collect. We collect and use pupil information under the Education Act (Northern Ireland) 2014 and other legislation. The majority of pupil information you provide to us is information which you are legally obliged to provide but some pupil information is provided to us on a voluntary basis.

This notice applies to prospective, current and former pupils and their families/carers/legal guardians and those applying for a place at the school and their families/carers/legal guardians. We may update this notice at any time but if we do so, we will inform you as soon as reasonably practicable. If you have any questions about this Privacy Notice or how we handle personal information, please contact the Principal (details are on the attached letter). Our Data Protection Officer is the Education Authority, Belfast Region, and it monitors the school's data protection procedures to ensure they meet the standards and requirements of the GDPR.

### **HOW WE USE PUPIL INFORMATION**

We collect some personal information about our pupils and their families/carers/legal guardians during a pupil's application process to the school.

We will sometimes collect additional information from third parties such as the Education Authority, Department of Education, examination board or previous school attended by a pupil.

We mainly collect personal information about our pupils and their families/carers/legal guardians throughout the course of the pupil's time at the school, for instance when completing educational visit consent forms, from statutory curriculum assessments and throughout our relationship with a pupil when we are exercising our legal obligations as a public educational body and during our pastoral care.

The categories of pupil information that we collect, hold and share include:

- ✓ Personal Information (such as name, unique pupil number and address)
- ✓ Contact information (such as address, emergency contact information and telephone number)
- ✓ Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- ✓ Attendance Information (such as sessions attended, number of absences and absence reasons)
- ✓ Pupil information that we collect/hold and/or share might include assessment information, medical information, special education needs information, behavioural information.
- ✓ CCTV footage captured in school and other information obtained through electronic means

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## Why we collect and use this information

We will only use personal information when the law allows us to. Most commonly, we will use personal information relating to our pupils and their parents/families/carers/legal guardians where we need to comply with our legal obligations and where it is needed in the public interest for us to exercise our authority as a public educational body.

In some cases, we may use personal information where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example, the school has a legitimate interest in providing pupils with an education, safeguarding and promoting pupil welfare, facilitating the efficient operation of the school.

We may also use your personal information, less frequently to protect a pupil's or their family's interests (or someone else's interests). For example, when investigating a complaint made by another pupil.

We keep personal information electronically on the School's information management systems, the School's IT network, or manually in indexed filing systems.

We use the pupil data

- ✓ To support pupil learning
- ✓ To monitor and report on pupil progress
- ✓ To provide appropriate pastoral care
- ✓ To safeguard pupils and pupil's absences
- ✓ To assess the quality of our services
- ✓ To comply with the law regarding data sharing

## The law

St. John's Primary School collect and use pupil information under the Data Protection Act 1998 which is a lawful basis for collecting and using pupil information for general purposes.

## Collecting pupil information

Whilst the majority of pupil information you provide to use is mandatory, some of it is provided on a voluntary basis. Where we need consent, the school will provide the person with parental responsibility for a pupil with a specific and clear notice which explains the reasons why the data is being collected and how the data will be used. Please be aware that we do not need to obtain parental consent if personal data is to be processed for the purposes of obtaining counselling services for the child.

## Storing pupil data

We hold pupil data in line with guidelines from the Education Authority and the ICO.

## Who we share pupil information with:

We routinely share pupil information with Schools that the pupils attend after leaving us

- ✓ The Education Authority
- ✓ The Department of Education (NI)
- ✓ CCMS



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- ✓ Council for the Curriculum, Examinations and Assessment
- ✓ Social Services
- ✓ School Health Team (NHS)
- ✓ Education Training Inspectorate
- ✓ C2k School Management Information System
- ✓ Commercial standardised test providers

## **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education NI and the Education Authority on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We also share information with the NHS or a pupil's destination upon leaving school.

The information collected by schools is managed by the Department of Education and contains information about schools in Northern Ireland. It is held in an electronic format for statistical purposes. This information is securely collected from a range of sources including schools.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there is stringent control in place regarding the access and use of the data.

## **Requesting access to your personal data**

Under Data Protection, parents and pupils have the right to request access to information about them that we hold.

To make a subject access request for this data, or be given access to your child's educational record, contact the Principal.

You 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 decision being taken by automated means
- ✓ In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and
- ✓ Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using personal data, we request you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office in Belfast.

## **The Information Commissioner's Office – Northern Ireland**

3rd Floor  
14 Cromac Place  
Belfast  
BT7 2JB