

St Matthew's Church of England Primary School

Privacy Notice

Who processes your information?

Chester Diocesan Academies Trust is the data controller of the personal information you provide to us. This means that the Trust determines the purposes and the manner in which any personal data relating to pupils and their families is processed. As a member of the Trust, processing is undertaken by St Matthew's C of E Primary School.

Why do we collect and use pupil information?

We collect and use pupil information under the principle of the General Data Protection Regulations (GDPR), which states that data is used for "specified, explicit and legitimate purposes". We use pupil data to:

- support pupil learning;
- monitor and report on pupil progress;
- provide appropriate pastoral care;
- assess the quality of our services; and
- comply with the law regarding data sharing.

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

- personal information (such as name, unique pupil number and contact details);
- 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);
- curriculum assessment results;
- special educational needs information;
- relevant medical information;
- exclusions/behavioural information.

Collecting pupil information

We process pupil information in order to deliver education to your child. Whilst most of the personal data you provide to the school is required by law, 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 about the reasons the data is being collected and how the data will be used.

Storing pupil information

We keep information about pupils on computer systems and on paper. We hold education records securely until a pupil changes school. Records are then transferred to the pupil's new school, where they will be retained until the pupil reaches the age of 25, after which they are safely destroyed.

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 (DfE) on a statutory basis. This data-sharing underpins school funding and educational attainment policy and monitoring.

The national pupil database is 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.

We are required, by law, to provide information about our pupils to the Department for Education as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the national pupil database.

We routinely share pupil information with:

- schools that pupils move to;
- our Local Authority;
- the Department for Education;
- consultants engaged in supporting pupil learning;
- external agencies e.g. health, SEND, child protection, welfare and safeguarding services;
- catering providers.

What are your rights?

Parents/carers have the following rights in relation to the processing of personal data pertaining to you and your child.

You have the right to:

- be informed about how we use your personal data;
- request access to the personal data that we hold;
- 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 that consent at any time.

Requesting access to your personal data

Parents/carers have the right to request access to information that we hold about them or their child. To make a request for your personal information, or to be given access to your child's educational record please make a request to: suzanne.rimmer@cdatstmatthewsprimary.co.uk

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the data protection contact at the school or with the Trust's data protection officer (details below) in the first instance. You may also raise any concerns directly with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact Details:

Data protection contact

Suzanne Rimmer
St Matthew's C of E Primary School
Bowdon Street
Edgeley
Stockport
SK3 9EA

0161 474 7110

Data Protection Officer:

Chester Diocesan Academies Trust
Church House
5500 Daresbury Park, Daresbury
Warrington
WA4 4GE

01928 718834