



## **Privacy Notice Pupil Data**

Our Lady & St Joseph Catholic Primary School as a body corporate is known as the Data Controller under the General Data Protection Regulation. However, the Designated Data Controllers and Data Protection Officer will deal with day to day matters.

### **Pupil Information**

We collect and hold personal information relating to our pupils and may also receive information about them from their previous schools, local authority and/or the Department for Education (DfE).

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

### **What we do with pupil data**

All the personal data we process is processed by our admin staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers in Ireland. No 3<sup>rd</sup> parties have access to pupil personal data unless the law allows them to do so. We will not collect any personal data from you we do not need. We use this personal data to:

- Support our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your child that we hold, please contact:

Mrs Lucy Henderson  
Data Protection Officer  
Our Lady and St Joseph Catholic Primary School  
Wades Place  
E14 0DE  
Tel: 0203 764 8860  
[office@olsj.co.uk](mailto:office@olsj.co.uk)

We are required, by law, to pass certain information about our pupils to our local authority (LA), the Department for Education (DfE), and any other schools the pupil may move to. Pupil data is also regularly automatically exchanged with the LA. This is to enable the LA to provide services to schools and pupils. 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 General Data Protection Regulation.



Decisions on whether 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 data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of 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) pupil level data has been provided to, please visit:

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

If you need more information about how our local authority and/or DfE collect and use your information, please visit the DfE website at:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We have a Data Protection regime in place to oversee the effective and secure processing of pupils personal data. More information can be found via our policies section on our website

<https://www.olsj.towerhamlets.sch.uk>

### **How long we keep pupil data**

We are required by law to retain different types of pupil data for various periods of time. Full retention periods on all data held can be found via our policies section on our website.

<https://www.olsj.towerhamlets.sch.uk>

### **What are your rights**

If at any point you believe the information we process on your child is incorrect you can request in writing to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your child's personal data, you can contact our Data Protection Officer to have the matter investigated.

If you are not satisfied with our response or believe we are processing your child's personal data not in accordance with the law you can complain to the Information Commissioner's Office

<https://ico.org.uk/>