

# St. Joseph's Catholic Primary School

## Pupil Privacy Policy



**‘Walking in the footsteps of Jesus, loving and serving together’**

***This is my commandment: “Love one another as I have loved you”*** John 15 vv. 9 to 12

### 1. Introduction

This Privacy Notice explains how our school collects, uses and looks after information about you.

The law says you have the right to know what happens to your personal data.

St. Joseph's Catholic Primary School is the data controller, which means we decide how your information is used.

Data protection officer (DPO) is:

St Joseph's Professional Services

Email: [dpo@stjosephsservices.net](mailto:dpo@stjosephsservices.net)

### 2. The Personal Data We Collect

We collect different types of information so we can teach you, keep you safe and run the school properly.

#### 2.1 Standard personal data

- Your name, address and date of birth
- Your contact details (if you have them)
- Your parent/carer's contact details
- Your attendance and behaviour records
- Your school work and assessment results
- Information about clubs, trips and activities you take part in
- Information from your previous school

#### 2.2 Special category data (where necessary)

- Your race or ethnicity

- Your religion
- Health information (e.g., allergies, medical needs, disabilities)
- SEND information
- Safeguarding information

### 2.3 Technical and visual data

- CCTV images
- Photographs or videos taken in school or at school events
- Online learning platform activity (e.g., log-ins, homework submissions)

## 3. Why We Use Your Information (And the law that allows it)

Purpose	Examples	Lawful Basis
Teaching and learning	Lessons, homework, assessments	Public Task
Keeping you safe	Safeguarding, first aid, risk assessments	Legal Obligation, Public Task, Vital Interests
Supporting your needs	SEND support, health plans, Early Help	Public Task, Legal Obligation, Substantial Public Interest
Communicating with your parents/carers	Reports, messages, updates	Public Task, Legitimate Interests
School administration	Admissions, attendance, timetables	Public Task, Legal Obligation
School payments	Trips, meals, clubs	Contract, Legal Obligation
School security	CCTV monitoring	Legitimate Interests, Public Task
School promotion	Photos/videos on website or social media	Consent
Research and improvement (DUAA)	Anonymised data for education research	Public Task (DUAA), Legitimate Interests

Legal matters	Complaints, claims, investigations	Legal Obligation, Legal Claims, Legitimate Interests
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We only use your information when we have a lawful reason to do so.

#### 4. How We Collect Your Information

We obtain information from:

- You
- Your parents/carers
- Your previous school
- Teachers and support staff
- Local authorities
- Health and safeguarding professionals
- School systems (e.g., attendance, online learning platforms)

We will always explain if information is optional or required.

#### 5. How We Store Your Information

Your information is kept securely and only for as long as we need it.

How long we keep it depends on:

- Safeguarding rules
- Legal requirements
- Audit and record-keeping needs
- DUAA research rules (anonymised or deleted within two years of project completion)

When you leave the school, we either securely delete your information or archive it as required by law.

#### 6. Who We Share Your Information With (With Lawful Basis)

We only share information when it is lawful, necessary and proportionate and will never sell your personal information, below is a table with examples of who we may share your information with:

<b>Recipient</b>	<b>Why We Share</b>	<b>Lawful Basis</b>
Local Authority	Safeguarding, attendance, education duties	Legal Obligation, Public Task
Department for Education (DfE)	Statutory returns	Legal Obligation
Ofsted	School inspections	Public Task
Police / Emergency Services	Crime prevention, emergencies	Legal Obligation, Vital Interests
Health professionals	Medical needs, SEND support	Public Task, Substantial Public Interest, Vital Interests
Social care	Safeguarding	Legal Obligation, Public Task, Vital Interests
Other schools	When you move school	Public Task, Legal Obligation
IT service providers	Secure systems and technical support	Contract, Legitimate Interests
Payment platforms	Trip or meal payments	Contract, Legal Obligation
Legal advisers / insurers	Claims or investigations	Legal Claims, Legitimate Interests
DUAA research bodies	Anonymised/pseudonymised data only	Public Task (DUAA)

## **7. DUAA 2025 – Secondary Use of Data**

Sometimes anonymised or pseudonymised student data is used for:

- Education research
- Improving teaching and learning
- Understanding attendance or behaviour patterns

### **Your DUAA rights**

You may:

- Object to DUAA secondary-use processing
- Request human review of automated decisions
- Request your data in a machine-readable format

## 8. International Transfers

your information is stored outside the UK (for example, by a cloud service), we make sure:

- UK-approved Standard Contractual Clauses are in place
- Strong technical and organisational safeguards are used

## 9. Your Rights

You have rights over your personal data. These include the right to:

- Know what information we hold about you
- Ask us to correct anything that is wrong
- Ask us to delete information (in certain situations)
- Ask us to stop using your information
- Object to some types of processing
- Receive your data in a portable format (where applicable)
- Withdraw consent if you previously gave it (e.g., photos)

If you want to use any of these rights, speak to a trusted adult in school or contact the DPO.

## 10. Complaints

If you are worried about how your information is used, you can:

- Speak to a teacher or trusted adult
- Contact the DPO: [dpo@stjosephsservices.net](mailto:dpo@stjosephsservices.net)
- Contact the Information Commissioner's Office (ICO) if you are still unhappy: <https://ico.org.uk>

## 11. Contact Us

For questions or further information, please contact:

St Joseph's Professional Services

Email: [dpo@stjosephsservices.net](mailto:dpo@stjosephsservices.net)

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