



Our Lady of Lourdes  
Catholic Primary School

## Privacy Notice (How we use pupil information)

Our Lady of Lourdes Catholic Primary School is the Data Controller for the use of personal data in this privacy notice.

### The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Free school meal management
- pupil information that may be shared with third party in order to facilitate a trip or activity
- pupil information that may be shared with our chosen catering suppliers (personal identifiers, allergies/dietary requires and free school meal eligibility).

### Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us by the Department for Education

# The lawful basis on which we use this information

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989, The Data Protection Act 2018 and The UK General Data Protection Regulation including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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

## Collecting pupil information

We collect pupil information from a number of sources, for example, registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

## Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention policy.

## 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.

## Who do we share pupil information with?

We routinely share pupil information with:

- schools
- local authorities
- the Department for Education (DfE)
- School Nurse
- NHS
- Other Third Party Providers ([i.e. texting services, assessment systems etc as follows:-](#)

**SIMS** (School Information Management System) – used to hold and manage all pupil data, pupil parents/carers contact information and volunteers data. Used by the majority of schools nationwide.)

Capita, Franklin Court, Stannard Way, Priory Business Park, Cardington, Bedford, MK44 3JZ

Website: <https://capita-sims.co.uk>

Contact: 0800 170 7005

**ParentPay (& Cypad, which is the school kitchen's software)** – (Collects payments for meals, trips etc. and used to pre-order school dinners – holds pupils names, dates of birth, class names, year groups, dietary requirements and parents names, address, email address, mobile numbers. Payments made by parents/carers credit/debit card. Payments and meal selection transaction history.

For more information see ParentPay/Cypad GDPR Privacy Notices, using the following link:-  
<https://www.cypad.com/gdpr/>

ParentPay (Holdings) Limited (“ParentPay Group”) through its subsidiary ParentPay Limited.  
The Exchange, Express Park, Bristol Road, Bridgwater TA6 4RR

Website: <https://www.parentpay.com>

Contact: 02476 994 820

**ParentPay** (School communication system (emails & text) to parents/staff) - holds pupils names, dates of birth, class names, year groups, parents names, address, email address, mobile numbers and pupils name associated with parent/carer.

For more information see ParentPay/Cypad GDPR Privacy Notices, using the following link:-  
<https://www.cypad.com/gdpr/>

ParentPay (Holdings) Limited (“ParentPay Group”) through its subsidiary ParentPay Limited.  
The Exchange, Express Park, Bristol Road, Bridgwater TA6 4RR

Website: <https://www.parentpay.com>

Contact: 02476 994 820

**CPOMS** (Safeguarding and Child Protection monitoring software)

Meritec House, Acorn Business Park, Skipton, North Yorkshire, BD23 2UE

Website: [www.cpoms.co.uk](http://www.cpoms.co.uk)

Contact: 0845 345 1155

**SG Education Welfare Consultancy** (Attendance and School Welfare Education Services)

463 Whitehall Road, Whitehall, Bristol BS5 7BX

Website: [www.sg-ewc.co.uk](http://www.sg-ewc.co.uk)

Contact: Sukhi Singh (07568-498182)

**Primary Site** (the company we use to build and maintain our school website)

Primary Site, 20 Applegate, Newark, Nottinghamshire NG24 1JY

Website: <https://primarysite.net>

Contact: 01636 616630

(our school website address is [www.ourladyoflourdesprimaryschool.org.uk](http://www.ourladyoflourdesprimaryschool.org.uk))

**Numbots & TT Rockstars** (software used for building confidence in Maths)

Maths Circle Ltd. Ossory Offices, Hazelwood Lane, Amptill MK45 2HF

Website: [support@mathscircle.com](mailto:support@mathscircle.com)

Contact: 01234 674123

**Tapestry** (used by EYFS for pupils online learning journals)

The Foundation Stage Forum Ltd, 1 Southdown Avenue, Lewes, East Sussex BN7 1EL

Website: [www.tapestry.info](http://www.tapestry.info)

**Twinkl** (used by EYFS for planning and assessment materials and teaching resources)

Website: [www.twinkl.co.uk](http://www.twinkl.co.uk)

**2Simple** (various educational software)

2Simple Software, Enterprise House, 2 The Crest Hendon, London NW4 2HN

Website: <https://2simple.com>

Contact: 020 8203 1781

**Thrive** (providing child development training to develop resilient and confident children)

The Quadrangle, Seale Hayne, Howton Road, Newton Abbot, Devon TQ12 6NQ

Website: [www.thriveapproach.com](http://www.thriveapproach.com)  
Contact: 01392 797555

**Jigsaw** (PSHE curriculum resources to support emotional literacy, social skills and spiritual development)

Website: [www.jigsawpshe.com](http://www.jigsawpshe.com)

**School Photographer** (Currently Fraser Portraits, The Broadway, Broadstone, BH18 8DP)

Website: [www.fraserportraits.com](http://www.fraserportraits.com)

Contact: 01202 692433

**Pride in Play** (team building, enhancing skills and Developing Youth sessions)

Facebook: [facebook.com/prideinplay](https://www.facebook.com/prideinplay)

Contact: 07401 816839

**School Cloud** – (Parents evening system – bookings and video call). System to enable parent consultations, or events, to take place by video call. Also, provides a facility to book an appointment time slot. Pupil and parent/carer information extracted from **SIMS** (see full details for SIMS above), in order to access pupil information and data (including name and date of birth) and pupil parents/carers contact information.

School Cloud, The Albus, Brook Street, Glasgow G40 3AP

Website: [www.schoolcloud.co.uk](http://www.schoolcloud.co.uk)

Contact: 0333 3443403

**Show Progress** - The AET Autism Progression Framework. Show Progress provides a convenient online alternative for progress tracking in all eight of the framework's areas of learning.

Show Progress is a product of Decisive Data Ltd. Decisive Data Ltd, Union House, 111 New Union Street, Coventry, England, CV1 2NT

Website: [www.showprogress.co.uk](http://www.showprogress.co.uk)

Contact: 0113 350 1009

**The CSET Primary Sports Partnership** - based at Mangotsfield Secondary School. At Our Lady of Lourdes we subscribe to CSET to help us deliver a high quality service which provides opportunities for ALL children to become engaged in Physical Activity, Physical Education and School Sport. CSET's programme is linked to the Sports Partnership Programme to the new Ofsted Framework. Pupil names and information is provided to CSET and their coaches, in order to facilitate the delivery of sporting activities to pupils and training to staff.

CSET Primary Sports Partnership, Mangotsfield School, Rodway Hill, Bristol, BS16 9LH.

Telephone number: 01454 862581

Website: <https://cset.co.uk/>

**Our Lady of Lourdes PTFA** (class registers including pupils names and classes are provided to the PTFA for them to organise and run various events such as school discos, Christmas/Mothers Day/Fathers Day Secret Rooms etc – pupil details will always remain on the school premises at all times).

c/o Our Lady of Lourdes Catholic Primary School, Hanham Road, Kingswood, Bristol BS15 8PX

Contact: Rachael O'Connor (Chair)

**Integra** (Integra is the trading arm of South Gloucestershire Council who we use for various services including schools IT, our kitchen staff and The Music Hub). Our kitchen staff will use Cypad to access list of all our pupils each day, detailing their choice of food for that day and any special dietary needs and allergies. Schools IT will be responsible for providing login details for pupils to use various equipment such as netbooks, learnpads, Chromebooks etc). See website

<https://www.integra.co.uk/>

**Insight Tracking System** – An online assessment tracking tool that enables schools to record staff, pupil and assessment data for the purpose of attainment and progress monitoring. The system shared information from SIMS such as pupil names, dates of birth, year group, special characteristics, SEN information, attendance, free school meals/pupil premium eligibility, assessment and attainment information.

Equin Limited is the provider of Insight.

Postal Address: Unit 6482, PO Box 6945, London, W1A 6US

Registered Office Address: Unit G Pattern Shop, Trevoarn, Hayle, Cornwall, TR27 4EZ

Email address of DPO: [dpo@equin.co.uk](mailto:dpo@equin.co.uk)

Telephone Number: 020 3393 4005

## Catholic Census

The CES Census is an annual survey of Catholic schools in England and Wales. It provides essential information on Catholic education from national to diocesan level, underpinning policy decisions at both local and national levels and enabling the CES to be proactive in promoting Catholic education. For more information please go to the Catholic Education Service website <http://www.catholiceducation.org.uk/ces-census>

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section at the end of this notice.

## Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Your local council is a partner in Connecting Care, a project which links social care information with health information.

The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Staff who are directly involved in a child's care, will only access their record with a legitimate

reason, and if they can, they will ask your permission before they look at it.

The Connecting Care Record will contain information such as:

- who is involved in a child's care;
- any allergies they have;
- medications;
- recent appointments (but only whether they were attended, this will not include any information about what was discussed at that appointment);
- diagnoses.

The Connecting Care record will not contain information about conversations with the GP or any information on sensitive subjects such as sexual health. Staff who have a responsibility for designing services to improve children's general well-being will also have access to relevant information from the record. The detail that staff can see is linked to the job they do. If for their job they don't need to see specific information, they cannot see it.

Connecting Care has been established in order to share important health and social care information to support the care of the wider Bristol population. Your contact with local Connecting Care [NHS Partner Organisations](#) may result in them seeking your consent to participate in a research study. Where you have consented to participate in such a study, the research team may access the information held by GPs and Hospital Trusts through Connecting Care to ensure that your participation (or those that you are responsible for) will not put you at risk of increased harm, and is suitable for the aims of the study. If you later choose to withdraw from the study, the research team will discuss the use of your information with you. As part of the consent process, the research team will inform you of the information they would seek access to.

If you require further information about Connecting Care, how it works, how information is shared and protected, and how you can opt out (and the implications for doing so) please contact PALS on 0800 073 0907, or visit <https://www.connectingcarebnssg.co.uk>

Your local council also shares a limited amount of school enrolment information with the South West Child Health Information System (CHIS), which is used by local organisations to deliver child health services safely, effectively and efficiently. The CHIS maintains a record of all children from birth up to the age of 19 and receives data from General Practice, maternity departments, health visitor providers, screening providers and school age vaccination providers.

The information shared by the school with CHIS includes:

- School assigned ID and/or NHS number
- Pupil name and gender
- Pupil date of birth
- Pupil home postcode
- Pupil start date at the school

The CHIS is commissioned by NHS England on behalf of Public Health England and the service is provided by Health Intelligence Ltd. If you require further information about the CHIS, how it works and how information is shared and protected, please visit: <http://www.swchis.co.uk>

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our School Business Manager, Mrs Jayne Russell.



You also 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 decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section at the end of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our School Business Manager, Mrs Jayne Russell.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 5<sup>th</sup> July 2021.

## Contact

If you would like to discuss anything in this privacy notice, please contact:

- Mrs Jayne Russell (School Business Manager at Our Lady of Lourdes Catholic Primary School)

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with the Home Office and the Police, please visit the following website: <https://www.gov.uk/government/publications/dfE-external-data-shares>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>



# The National Pupil Database (NPD)

The NPD is owned and 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 DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the Department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>