



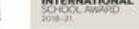
St. Gregory's RC JMI
Head Teacher: Mr KJ Smithson



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St. Gregory's R.C Primary School

Privacy Notice (How we use your information)

The categories of personal information that we collect and/or share include:

- Personal information (such as name, unique pupil number and address, adult emergency contact information)
- Characteristics (such as free school meal eligibility, Pupil Premium Information)
- Special Categories (such as Ethnicity, Language, Nationality, Country of birth & Religion)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information (Special Category Data)
- Special Educational Needs information
- Exclusions and Behavioural information.
- Financial Information (such as dinner money transactions, trip transactions)

Why we collect and use this information

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- Financial audits
- To provide a rewards structure
- To track how well the school is performing as a whole

The lawful basis on which we use this information

We collect and use your information under the Education Act 1996 and EU General Data Protection Regulation (GDPR) Article 6, and article 9 – from May 2018 (excluding (f) legitimate interests)

Special category data from article 9 is processed under condition (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purpose except where Union Member State law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

Collecting Pupil Information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided voluntarily. In order to comply with GDPR, we will inform you whether you are required to provide

certain pupil information to us or if you have a choice in this. This will be via the pupil information sheet that you are requested to complete upon your child's entry to the school.

Storing of pupil data

We hold your data if it is lawful for us to do. Any data that we are no longer required to hold lawfully is deleted/destroyed in accordance with the company GDPR Data Ecosystem document.

Who we share your information with

- Schools that our pupils attend after leaving us
- Our local authority
- The Department for Education (DFE)
- Medical information as appropriate/when necessary with the NHS
- Third Party companies/partners who are assisting school. All third-party companies/partners who process data on our behalf will have a data processing agreement with the school.

Why we share your 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 pupil's data with the Department for Education on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils without local authority (LA) and the Department for Education (DfE) under section 3 of the Education (Information About Individual Pupils) (England) Regulations 2013.

- We share data with schools your child attends after leaving us to assist with the school transition process.
- We share data with third party companies/partners who may require this information to assist the school.
- We share pupil data with the NHS when appropriate to assist with the medical needs of children within 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

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 our 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 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 being requested
- The level and sensitivity of the data requested
- The arrangements in place to store and handle data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and the use of data. For more information about the department's data sharing process please visit <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, you have the right to request access to the personal information we hold about pupils and staff at the school. To make a request for this data, contact Mr Bryan Chapman (Data Protection Officer) using the details provided at the end of this document. Please see the company's subject access request policy for further information.

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, restrict processing, erased or destroyed
- Data portability; 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 your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113

- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please contact the data protection officer by e-mail (below).

Bryan Chapman
Chapman Data and Information Services Ltd
bryan.chapman@chapmandis.co.uk

St. Gregory's R.C. Primary School Computer and Acceptable Usage Policy

As part of the school's development of ICT/Computing skills, we offer pupils supervised access to the internet. Pupils will eventually be able to exchange electronic mail with each other, with partner schools and research information from suitable websites as part of their programme of learning.

To use the internet, all pupils must obtain parental permission. On the following pages is a copy of the **Rules for Responsible Internet Use** that we operate. The school would ask that you and your child read these rules and then complete the permission form as evidence of your approval and their acceptance of the school rules on this matter.

To reassure, the school operates a filtering system that blocks access to known inappropriate materials. All our screens are in public view and, as stated, access is supervised. However, the nature of the Internet makes it impossible to ensure that all inappropriate material is blocked. During school, teachers will guide pupils towards appropriate use.

Outside of school, families bear the same responsibility for such guidance as they would exercise with information sources such as television, mobile phones, iPads, tablets, radio and other potentially offensive media.

Additionally, we ask you to read through the information on the consent form regarding web and press publication of work and photographs and the use of Video conferencing in our school. Again please complete these parts of the form as evidence of your approval.

St. Gregory's R.C. Primary School E-safety

School rules for responsible computer and internet use:

Reception and Key Stage 1

Think then Click

These rules help us to stay safe on the Internet:

- We only use the internet when an adult is with us.



- We can click on the buttons or links when we know what they do.



- We can search the Internet with an adult.



- We always ask if we get lost on the Internet.



- We can send and open emails together.



- We can write polite and friendly emails to people that we know.



St. Gregory's R.C. Primary School E-safety

School rules for responsible computer and internet use:

Key Stage 2

Think then Click

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any web page we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

Pupil Consent form and Acceptable Usage Policy (AUP) – ST. GREGORY’S R.C. PRIMARY SCHOOL

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Please place a tick in your desired option to indicate permission for:	Granted	Denied
My child to receive first aid or medical treatment either with in the school or on school trips		
My contact details to be used for school text services		
Taking my child to visit places of worship		
Allowing the use of photographs/videos within the school premises		
Allowing the use of photographs/videos for use within school publications (such as newsletters)		
Allowing the use of photographs/videos on the school website - <i>I agree that, if selected, my child’s work may be published on the school website or a website deemed fit by the staff at St Gregory’s Primary School. I also agree that photographs may be published subject to the school rules, that photographs will not clearly identify individuals and that full names will not be used. I understand that photographs will appear in image searches.</i>		
Allowing the use of photographs in local press - <i>I agree that my child’s work may be published in press publications. I also agree that photographs may be published showing my child, subject to the school rules that photographs will not clearly identify individuals and that full names will not be used. I understand that these publications also have web presence and photographs will appear on image searches.</i>		
Allowing the use of photographs in national press - <i>I agree that my child’s work may be published in press publications. I also agree that photographs may be published showing my child, subject to the school rules that photographs will not clearly identify individuals and that full names will not be used. I understand that these publications also have web presence and photographs will appear on image searches.</i>		
Allowing my child to use the internet under supervision on the school premises - <i>I have read and understand the school rules for responsible computer and internet use, and I give permission for my child to use the school computers and access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of any material accessed through the internet. I agree that the school is not liable for any damage arising from the use of the internet.</i>		
Allowing my child to use the internet under supervision at another place of study		
Allowing my child to take part in video conferencing - <i>I give consent for my child to take part in video conferencing sessions organised by the staff at St Gregory’s Primary School. I understand that during the video conferencing session the children will be supervised by their teacher at all times, and the link will take place over Northern Grid Network, which is a safe and secure site.</i>		
Allowing the school to provide the secondary school of your choice personal details about your child before the child enters the school (Year 6 children only)		
Permit the school to use my child’s personal information for school leaving reasons such as leavers hoodies etc. Year 6 only		

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For Parents:

I understand this Pupil Consent Form and AUP is valid for the time my child attends St Gregory's Primary School and it is my responsibility to inform the school of any alterations needed to the permissions given. I understand that I can withdraw consent at any time by contacting the school and requesting a new consent form.

If you would like any further information regarding the above, please contact the school.

Pupil Name: _____

Signed: _____ (Parent/Carer)

Date: _____

For Pupils:

I have read and understood the school rules (see attached) for responsible computer and internet use. I will use the computer network and internet in a responsible way and obey these rules at all times.

Parent/Pupil signature: _____

Date: _____