

St Saviour's Catholic Primary and Nursery School



Privacy Notice – Parents/Carers 2025-2026

Legal Status:	Statutory
Last Review:	December 2024
Review date:	December 2025
Next Review:	December 2026
Responsible Person:	Governing Body

Mission Statement

"Keeping Jesus at the heart of everything we do."

Who Will Own My Data Once I Submit It?

St Saviour's is the Data Controller for any of the personal data processed, that is any data collected, stored and used by the school. We are registered with the ICO no. Z6847947.

We are responsible for making decisions about what data we collect, how we use it, who we share it with and how long we keep it.

Why Do You Need My Information?

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- for the delivery of child health services, such as inoculation programmes, height and weight, hearing and vision.
- to comply with the law regarding data sharing
- to provide Nursery and Pre School provision.
- to provide our Breakfast Club, El Cuidado provision and Homework Club.
- to record payments for school meals, Early Years Provision, Before and After school care, After School Clubs, school residentials and trips and any other events, requiring payment, i.e. Raffle Tickets, Entry to School Discos, and also for events requiring parents' permission for children to attend.

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

- Personal information (such as name, unique pupil number and address, date of birth and contact information for parents and emergency contacts)
- Characteristics (such as ethnicity, language, nationality, country of birth, religion and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Exclusions/behavioural information
- Relevant medical information
- Special educational needs information
- Baptismal Information
- Special category data (e.g. racial or ethnic origin, religious beliefs, health/medical data including vaccinations, biometric data if used for access/ID, and information about criminal convictions or offences where relevant to safeguarding)

What Allows You To Use My Personal Data?

We process your (or your child's) personal data under the following lawful bases (UK GDPR Article 6 and, where applicable, Article 9):

- **Article 6(1)(e) – Public task:** necessary for our functions as a public authority in education (e.g. supporting learning, monitoring progress, pastoral care, censuses under the Education (Information About Individual Pupils) (England) Regulations 2013 and Education Act 1996.

- **Article 6(1)(c) – Legal obligation:** required by law (e.g. pupil registration under Education (Pupil Registration) (England) Regulations 2006, safeguarding under Keeping Children Safe in Education 2024)
- **Article 9(2)(b) – Substantial public interest (employment, social security and social protection law):** for special category data (e.g. ethnicity, religion, health, SEND) under Schedule 1, Part 2 of the Data Protection Act 2018, including for equality monitoring and health services**
- **Article 6(1)(a) – Consent:** for non-statutory uses (e.g. optional photos, marketing; you can withdraw consent at any time)

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Pupil Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)
- [Keeping Children Safe in Education \(2025\)](#)

Who Will My Information Be Shared With?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Diocese of Shrewsbury
- Health Partners, eg the NHS/ School Nurse.
- Law Enforcement Agencies

We also share some information with third-party processors acting on our behalf under written contracts that meet UK GDPR requirements, for example:

- Capita (SIMS)
- CPOMS

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 the [Department for Education's website](https://www.gov.uk/education/data-collection-and-censuses-for-schools), <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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.

Visit the [National Pupil Database \(NPD\) website \(which is owned and managed by the Department for Education\)](#) for further information on the National Pupil Database.

The Department for Education may share information about our pupils from the National Pupil Database 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

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 in compliance with the **UK** General Data Protection Regulation.

The DFE has robust processes in place to ensure confidentiality of our data is maintained and there are stringent controls in place regarding access and use of data. Decisions on whether the DFE releases data to third parties are subject to 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

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 about pupil information, (and for which project), please

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

Do I Have To Provide This Information And What Will Happen If I Don't?

The majority of pupil information you provide to us is mandatory as part of our public functions under the UK GDPR Article 6, (1)(e) when we collect data outside of this, we will rely on your consent to collect and store your personal data.

If you do not provide mandatory information, we may not be able to enrol your child, meet legal obligations (e.g. safeguarding), or access services (e.g. free school meals). You can withdraw consent for non-mandatory processing at any time.

How Long Will You Keep This Data For And Why?

We keep your (or your child's) data only for as long as necessary and in line with statutory requirements and recommended retention periods. Full details are in our Records Management Policy and the Information and Records Management Society's (IRMS) Toolkit for Schools.

Safeguarding / Child Protection / SEN (special educational needs) information will be passed onto your child's next school at the point they leave St Saviour's.

Information recorded on our electronic sign in system will be kept for Last entry + 6 years

How Will My Information Be Stored?

Information will be stored electronically, with security in place, on the school computer system, including SIMS, Entrysign, SCO Pay, Tapestry, Spelling Frame, Times Tables Rockstars and the local authority Early Years Funding Portal. Where data is held in 'the cloud' we ensure we only use organisations with the servers in the UK or have appropriate adequacy decisions. Some information may also be held on paper securely in locked cabinets. Information may also be stored on encrypted password protected memory sticks.

We ensure that all personal data held by us is handled correctly and appropriately according to the nature of the information, the risk associated with mishandling data, including the damage that could be caused to an individual as a result of loss, corruption and /or accidental disclosure of any such data, and in accordance with any applicable legal requirements. Should you have any concerns as to how your data is handled you can contact the School DPO using the details at the end of this form.

What Rights Do I Have When It Comes to My Data?

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you or your child.

To make a request for your personal information, or be given access to your child's educational record, contact the headteacher, Mrs Baird
admin@stsaviours.cheshire.sch.uk

You also have the right to:

- Be informed of what personal data the school collects and stores about you and how it is used.
- To ask for a copy of any personal information that we hold about you.
- To correct any information, we hold that you think may be inaccurate.
- Limit how we use your data and this could include stopping us from deleting it.
- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- object to decisions being taken by automated means.

Will My Data Be Transferred Abroad and Why?

No, We only use cloud providers with servers in the UK or with UK adequacy decisions

Who Can I Complain to If I Am Unhappy About How My Data Is Used?

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.

- Email: admin@stsaviours.cheshire.sch.uk
- By post: Data Privacy Officer, St Saviour's Catholic Primary and Nursery School, Seacombe Drive, Great Sutton, Ellesmere Port, CH66 2BD.

If you prefer, you may contact the School's Independent Data Protection Officer direct to :

Andy Crow - andy@dpoforeducation.co.uk

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 0303 123 1113