Autumn | 26-27

St Joseph's Catholic Primary School

Privacy Notice – Parents and Pupils

Date ratified by Governors:	Autumn 2026-27
Date of next review of the policy:	Autumn 2027-28
This policy is reviewed:	**1 Year**

Learn together and grow in God's love

Aspiration - Compassion - Community - Faith - Respect – Responsibility

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Section 1: Introduction

This privacy notice explains how St Joseph's Catholic Primary School collects, uses, shares and protects personal information about pupils, and about their parents and carers. It is written for parents and carers, and for older pupils. The school also provides a simpler version for pupils.

The Governing Body of St Joseph's Catholic Primary School is the "data controller" for this information. This means the school is responsible for deciding how it is held and used, and for keeping it safe.

Section 2: The information we collect and hold

About pupils, we may hold:

- personal details, such as name, date of birth, unique pupil number, address and photographs
- characteristics, such as ethnicity, language, nationality, country of birth, religion, and eligibility for free school meals or pupil premium
- attendance information, such as sessions attended, absences and reasons for absence
- assessment and attainment information, including results of statutory assessments
- behaviour information, including suspensions and exclusions
- special educational needs and disabilities (SEND) information, including EHC plans
- medical and health information, such as allergies, medication, medical conditions and Individual Healthcare Plans, and records of accidents and first aid
- safeguarding information, such as child protection records, court orders and involvement with children's social care
- dietary requirements and school meals information
- information about trips, clubs and activities
- photographs and videos, and images captured by the school's CCTV system
- information about the pupil's use of school IT systems, including online safety monitoring

About parents and carers, we may hold:

- names, addresses, telephone numbers and email addresses
- relationship to the pupil, parental responsibility and any court orders
- information about other emergency contacts
- information about payments, such as for trips, clubs and school meals
- records of communication with the school, including complaints

Some of this is special category data, such as health, ethnicity and religion, and needs extra protection.

Section 3: Where we get the information from

Most of the information comes from parents and carers, for example on admission forms and data collection sheets. We also receive information from:

- the pupil's previous school or nursery
- the Royal Borough of Greenwich, including admissions information
- the DfE, through the secure School to School system
- health professionals, children's social care and other agencies working with the family

Most of the information we ask for is required, but some is optional. When we collect information, we will tell you whether you must provide it or whether you have a choice.

Section 4: Why we use this information

We use this information to:

- admit pupils to the school
- teach pupils and support their learning and progress
- keep pupils safe and promote their welfare
- look after pupils' health, wellbeing and medical needs
- meet pupils' special educational needs
- keep parents and carers informed about their child's education and school life
- monitor and report on attendance, behaviour and achievement
- provide school meals, trips, clubs and activities
- meet our legal duties, such as the school census and statutory assessments
- keep the school site safe and secure, including through CCTV
- assess the quality of our services and plan for the future
- celebrate pupils' achievements, including in newsletters and on the school website, where you have given consent

Section 5: Our lawful basis for using this information

We only use personal information when the law allows us to. Most of the time we rely on:

- **public task:** to carry out our functions as a school, such as educating and safeguarding pupils
- **legal obligation:** to comply with the law, for example the Education Act 1996 and the school census regulations
- **vital interests:** to protect someone's life, for example sharing medical information in an emergency
- **consent:** where you have a genuine choice, for example using your child's photograph on the school website or social media

For special category data, we also meet a condition in data protection law. Most often this is substantial public interest, which includes safeguarding children and carrying out the school's statutory duties, or health and social care purposes, or vital interests. Where we rely on explicit consent, we will ask you for it.

Where we rely on consent, you can withdraw it at any time by contacting the school office.

Section 6: Who we share information with

We do not share information with anyone without consent unless the law and our policies allow us to. We may share information with:

- the Department for Education (DfE), as required by law
- the Royal Borough of Greenwich, for example for admissions, SEND, attendance and safeguarding
- the Diocese, which receives the school's end-of-year statutory data, such as assessment results
- schools that pupils attend after leaving St Joseph's
- children's social care and other safeguarding partners
- the NHS, school nurse and other health professionals
- the police and courts, where required
- Ofsted, and the Catholic Schools Inspectorate for our Section 48 inspection
- suppliers who provide services to the school, such as our management information system (SIMS), safeguarding system (CPOMS), ParentMail (messages and parents' evening bookings), School Gateway (payments), Studybugs (absence reporting), Chartwells (catering), Google

Classroom and Times Tables Rock Stars (learning), London Grid for Learning (internet and filtering) and ATS (IT support). They may only use the information to provide their service, under contracts that require them to keep it secure

- our Data Protection Officer, Judicium Consulting Limited
- professional advisers, such as lawyers and insurers, where needed

Keeping children safe. Data protection law never prevents the school from sharing information to keep a child safe. The school follows Keeping Children Safe in Education 2026, and the duty in the Children's Wellbeing and Schools Act 2026 to share information that is relevant to safeguarding or promoting a child's welfare.

Section 7: Sharing information with the Department for Education

We are required by law to share information about our pupils with the DfE, including through the school census, under the Education (Information About Individual Pupils) (England) Regulations 2013 and section 537A of the Education Act 1996.

Some of this information is stored in the National Pupil Database (NPD), which the DfE uses to support research, statistics and policy. The DfE may share information from the NPD with other organisations that promote children's education or wellbeing, but only under strict approval processes and security controls.

To find out more about the data the DfE collects, how it is used, and how to ask the DfE for the information it holds about you or your child, visit gov.uk and search for "how DfE shares personal data" or contact the DfE at gov.uk/contact-dfe.

Section 8: How long we keep information

We keep personal information only for as long as we need it, in line with the retention schedule in our Records Management Policy. When a pupil moves to another school, their records are transferred to the new school. If you would like a copy of our retention schedule, please contact the school office.

Section 9: Keeping information secure

We keep information secure on school systems and, where necessary, in locked paper files. Access is limited to staff who need it. Information sent outside the school is sent securely. We do not transfer personal information outside the UK unless the law allows it and appropriate safeguards are in place.

Section 10: Automated decisions

The school does not make decisions about pupils or parents based solely on automated processing.

Section 11: Your rights

You have the right to:

- ask for a copy of the personal information we hold about you or your child (a subject access request)
- see your child's educational record within 15 school days of a written request
- ask us to correct information that is wrong
- ask us to delete information, or to restrict how we use it, in certain circumstances
- object to us using information, in certain circumstances
- withdraw consent at any time, where we rely on consent
- receive information in a portable format, in certain circumstances
- complain to us, and to the Information Commissioner's Office

Personal information about a child belongs to that child. At primary school age, parents and carers will

normally exercise these rights on their child's behalf.

To make a request, contact the school office at support@stjosephs.greenwich.sch.uk. We may ask you to confirm your identity. We will normally respond within one month.

Section 12: Complaints

If you are unhappy with how we have handled your or your child's personal information, please tell us. You can use the data protection complaint form on the school website, email support@stjosephs.greenwich.sch.uk, or speak to the school office. We will acknowledge your complaint within 30 days and let you know the outcome.

If you are still not satisfied, you can complain to the Information Commissioner's Office at ico.org.uk/make-a-complaint or on 0303 123 1113.

Section 13: Contact us

If you have any questions about this privacy notice, please contact the Headteacher through the school office.

The school's Data Protection Officer is Judicium Consulting Limited, 5th Floor, 98 Theobalds Road, London WC1X 8WB. You can contact them at dataservices@judicium.com or on 0345 548 7000 (option 1). The lead contact is Craig Stilwell.

Section 14: Changes to this privacy notice

We review this privacy notice every year and will update it if the way we use personal information changes. The latest version is always on the school website.