St. Cuthbert's Catholic Primary School

Data Protection Privacy Notice: Pupil Information

St Cuthbert's Catholic Primary School is a Data Controller for the purposes of the Data Protection Act 2018 and UK GDPR and previously the Data Protection Act of 1998.
If you would like to discuss anything in this privacy notice, please contact:
School Office: 0151 228 4137

The Categories of Pupil Information that we collect, hold and share include:

- Personal identifiers and contacts – name, unique pupil number (UPN), contact details, address, date of birth
- Characteristics – ethnicity, language, eligibility for free school meals, looked after child status
- Safeguarding Information – court orders, child protection records, social worker details
- Parental or guardian information – contact details, relationship, legal rights
- Special Educational Needs (SEN) – needs, provision, ranking, EHCP status
- Medical and Health information – GP details, allergies, medical conditions, medications, dietary needs
- Attendance – sessions attended, absences, reasons for absences, previous schools
- Assessment and attainment – baseline assessments, phonics, key stage results
- Behavioural information – behaviour logs, exclusions, alternative provision
- Trips and activities – parental consent, risk assessments, emergency contacts
- Catering and Meal management – allergies / preferences, FSM tracking
- Remote learning tools – online identifiers (e.g. logins for learning platforms: TT RockStars, Ed Shed, Accelerated Reader)

Collecting Pupil Information

We collect pupil information in several ways including:

- Admission forms and annual data collection forms
- Secure file transfers from previous schools (CTF)
- Attendance and behaviour tracking systems
- Online learning platforms and safeguarding systems
- In-person or digital communication with parents/carers and professionals

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Why We Collect and Use Pupil Information

Section 537A of the Education Act 1996 requires schools to collect and provide any such individual pupil information as may be prescribed. This includes sharing of a set of named pupil records through the submission of termly school census returns to the local authority and DfE.

Putting the School Census on a Statutory Basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

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To find out more about the data collection requirements placed on us by the Department for Education go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

We also collect and share individual pupil information with the local authority - including attendance and exclusions data- each week. This is supported under The Education (Pupil Registration) (England) Regulations 2006 Regulation 12; Children's Act 2004 Section 10: co-operation to improve wellbeing; Children's Act 2004 Section 11: arrangement to safeguard and promote welfare; Education and Inspections Act 2006 Section 38; Working Together to Safeguard Children (updated March 2026); Keeping Children Safe in Education (updated September 2026).

This information is used by the local authority to fulfil a number of statutory duties:

- to ensure there are sufficient school places in the area
- promote high education standards
- ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential
- the need to meet the local authority's safeguarding requirements
- to facilitate the ability of partner organisations to support the learning and welfare of children and young people through the exchange of data and the use of information not otherwise available to either organisation.

For more information on how the local authority uses information we share with them go to http://liverpool.gov.uk/schools-and-learning/requests-for-pupil-records/

We also use 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
- to comply with the law regarding data sharing
- to respond to LA and DfE requirements

The lawful basis on which we use this information. We collect and use pupil information under Articles 6 and 9 of the GDPR (General Data Protection Regulations):

- Article 6.1c – processing is necessary for compliance with a legal obligation to which the controller is the subject;
- Article 6.1e – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Article 9.2g – processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

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Storing Pupil Data

We hold pupil data securely and in accordance with our Data Protection & Retention Policy (Appendix 2 – Data Retention Schedule).

- Pupil records are transferred to secondary school via CTF, who then hold the main record, local records are then archived.
- Pupil records may be retained for a minimum of 25 years from the date of birth for safeguarding / child protection reasons.
- Assessment data may be retained for 7 years post-leaving.
- Data is stored securely using encrypted systems, password protection and role-based access controls.

Who We Share Pupil Information with

We routinely share pupil information with:

- The Department for Education (DfE)
- Our Local Authority – Liverpool City Council (for statutory and safeguarding duties)
- OfSTED
- Schools that the pupil has / will attend after leaving us
- NHS & school nursing teams
- Welfare Services (Social Services / School Nurse)
- Educational psychologists and SEND specialists
- Law enforcement officials such as the Police (where legally required)
- Providers of learning software (eg. Time Tables Rockstars, Ed Shed & Accelerated Reader)

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.

- We share pupils' data with the Department for Education (DfE) 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 with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Youth support services

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 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

Requesting Access to your Personal Data

The UK-GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact our School Office.

You also have the following rights:

- The right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- The right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- The right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- The right to ask us to delete your personal information – this is called 'right to erasure'.
- The right to ask us to stop using your information – this is called 'right to restriction of processing'.
- The 'right to object to processing' of your information, in certain circumstances
- Rights in relation to automated decision making and profiling.
- The right to withdraw consent at any time (where relevant).
- The right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- Right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- Right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- Right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

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 raise a concern with ICO.
For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Your Rights
If you are not happy about the way your personal data is being processed you can complain directly to the School or the Data Protection Officer – School Improvement Liverpool 0151 233 3901 or dpo@liverpool.gov.uk

You also have the right to complain to the Information Commissioner's Office:
Website: ico.gov.uk
Post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Reporting Portal: ico.org.uk/make-a-complaint/
Telephone: 0303-123-113

If you require further information about how we process your personal data, you can contact the Data Protection Officer at – DPO@liverpool.gov.uk
Further advice and guidance from the ICO on this issue can be found on the ICO website at www.ico.gov.uk