

GDPR PRIVACY NOTICE POLICY – PUPILS/PARENTS

WHY WE COLLECT AND USE THIS INFORMATION

At St James the Great School we collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:-

- Support pupil learning
 - Monitor and report on pupil progress
 - Provide appropriate pastoral care
 - Assess the quality of our services
 - Comply with the law regarding data sharing
 - Ensure appropriate provision is made for individual children
 - Foster and nurture alumni relations after pupils have left
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THE CATEGORIES OF PUPIL INFORMATION THAT WE COLLECT, HOLD AND SHARE INCLUDE:

The information gathered includes the following:-

- Personal information (such as name, unique pupil number and address)
 - Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
 - Attendance information (such as sessions attended, number of absences and absence reasons)
 - Assessment information (such as progress)
 - SEN information (such as additional needs, interventions provided, progress achieved)
 - Safeguarding (such as any known support from external agencies, access arrangements and court orders)
 - Health and wellbeing (such as medical conditions, allergies, accident reports)
 - Alumni relations (such as contact details)
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THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION

The use of your information for these purposes is lawful for the following reasons:-

- St James the Great is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us on such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information.

- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask for your consent. This is most likely to be when we are involved in activities which are not really part of our job as a school but which we are involved in because we think it would benefit our pupils. If you give your consent you may change your mind at any time.

When we collect personal information on our forms we will make it clear whether there is a legal requirement for you/your parents to provide it and whether there is a legal requirement on the school to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.