

St Leonards CE Primary School - Privacy Notice

To all parents, guardians and pupils

This Privacy Notice provides details of the personal data we collect from you, what we do with it, how you might access it and who it might be shared with.

Our Contact Information (Data Controller)

St Leonards CE Primary School

Overthorpe Road

OX16 4SB

United Kingdom

Mobile: +44

Telephone: +441295262507

Company Email: office.3262@st-leonards.oxon.sch.uk

What we do with your personal data

We process personal data only for the purposes for which they are collected. These purposes include the provision of the education services necessary to sustain the relationship between our school, and pupils and their parents or guardians.

From our **Contractors** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Access Control - Physical	6(1)(b) - we have a contract with the data subject	Until service completed
Communications	6(1)(b) - we have a contract with the data subject	Until tax or other retention period expires
General administration	6(1)(b) - we have a contract with the data subject	Until contract completed
Information, system, network and cyber security	6(1)(b) - we have a contract with the data subject	Until contract completed
Legal and regulatory compliance	6(1)(b) - we have a contract with the data subject	Until tax or other retention period expires

From our **Governors** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Access Control - Physical	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Counselling	6(1)(a) - we have the data subject's consent	Until consent withdrawn
Education specific regulation, standards and intelligence	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Employee health and wellness	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Employee recruitment and employment	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Fraud detection and prevention	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
General administration	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Legal and regulatory compliance	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Monitoring - Employee	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Monitoring - Teacher	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Submissions to government	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Submissions to local authorities	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Teacher health and wellness	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Teacher qualification management	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Teacher recruitment and employment	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires

From our **Parents/Legal Guardians** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Access Control - Physical	6(1)(a) - we have the data subject's consent	Until consent withdrawn
Admissions administration	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Archiving	89(1) - we do so for archiving purposes	Until tax or other retention period expires
Assessments	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires

administration	controller	expires
Attainments administration	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Census management	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Children Looked After administration	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Communications	6(1)(a) - we have the data subject's consent	Until consent withdrawn
Counselling	6(1)(a) - we have the data subject's consent	Until consent withdrawn
Debt management	6(1)(b) - we have a contract with the data subject	Until service completed
Education specific regulation, standards and intelligence	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Examinations & tests	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Extra-Curricular activities	6(1)(a) - we have the data subject's consent	Until consent withdrawn
Fraud detection and prevention	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Free School Meals administration	6(1)(a) - we have the data subject's consent	Until consent withdrawn
Fundraising administration	6(1)(a) - we have the data subject's consent	Until consent withdrawn
General administration	6(1)(a) - we have the data subject's consent	Until consent withdrawn
Information, system, network and cyber security	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Legal and regulatory compliance	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Monitoring - Pupil	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Pastoral care	6(1)(d) - we are protecting the data subject's vital interests	Until consent withdrawn
Phonics screening	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Payment card processing	6(1)(a) - we have the data subject's consent	Until service completed
Publishing exam results	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Pupil attendance	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Pupil behaviour and	6(1)(e) - official authority is vested in us, the	Until tax or other retention period

discipline	controller	expires
Pupil funding administration	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Pupil health and wellness	6(1)(d) - we are protecting the data subject's vital interests	Until tax or other retention period expires
Pupil performance administration	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Pupil referrals	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Pupil transfers	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Sale of products and services	6(1)(b) - we have a contract with the data subject	Until contract completed
Social events	6(1)(a) - we have the data subject's consent	Until consent withdrawn
Special Educational Needs administration	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Submissions to government	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Submissions to local authorities	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Youth support services	6(1)(a) - we have the data subject's consent	Until consent withdrawn

From our **Pupils** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Access Control - Physical	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Admissions administration	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Archiving	89(1) - we do so for archiving purposes	Until tax or other retention period expires
Assessments administration	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Attainments administration	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Census management	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Children in Need administration	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Children Looked After administration	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires

Communications	6(1)(a) - we have the data subject's consent	Until service completed
Counselling	6(1)(a) - we have the data subject's consent	Until consent withdrawn
Education specific regulation, standards and intelligence	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Examinations & tests	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Extra-Curricular activities	6(1)(a) - we have the data subject's consent	Until service completed
Free School Meals administration	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
General administration	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Governance	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Information, system, network and cyber security	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Legal and regulatory compliance	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Monitoring - Pupil	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Pastoral care	6(1)(a) - we have the data subject's consent	Until consent withdrawn
Phonics screening	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Pupil attendance	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Pupil behaviour and discipline	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Pupil funding administration	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Pupil health and wellness	6(1)(a) - we have the data subject's consent	Until service completed
Pupil performance administration	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Pupil referrals	6(1)(a) - we have the data subject's consent	Until consent withdrawn
Pupil transfers	6(1)(c) - we have to comply with a legal obligation	Until service completed
Special Educational Needs administration	6(1)(e) - official authority is vested in us, the controller	Until tax or other retention period expires
Submissions to government	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Submissions to local	6(1)(c) - we have to comply with a legal	Until tax or other retention period

authorities	obligation	expires
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From our **Site Visitors** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Archiving	6(1)(a) - we have the data subject's consent	Until tax or other retention period expires
Access Control - Physical	6(1)(e) - we are carrying out tasks in the public interest	Until service completed
General administration	6(1)(e) - we are carrying out tasks in the public interest	Until tax or other retention period expires
Legal and regulatory compliance	6(1)(e) - we are carrying out tasks in the public interest	Until service completed

What personal data do we collect?

While the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

We collect:

- Employee performance data
- Employment history
- Location data
- Online identifiers
- Name and surname
- National identity number
- Postal address
- Telephone contact details
- Confidential correspondence
- Digital images with identifiers
- Education history
- Banking details
- Email / social networks
- Financial details

We collect special category personal data and do so under the following legal basis:

- Ethnicity
 - 9(2)(g) - For reasons of substantial public interest
 - 9(2)(b) - For employment, social security or social protection law
- 'Child Adopted from Care' indicator
 - 9(2)(g) - For reasons of substantial public interest
- 'Child Disadvantaged' status
 - 9(2)(g) - For reasons of substantial public interest
- 'Child in Need' details
 - 9(2)(g) - For reasons of substantial public interest
- Date of entry to and exit from school

- 9(2)(g) - For reasons of substantial public interest
- Disciplinary outcomes
 - 9(2)(g) - For reasons of substantial public interest
 - 9(2)(b) - For employment, social security or social protection law
- Distance to school indicator
 - 9(2)(g) - For reasons of substantial public interest
- 'Free School Meals' eligibility
 - 9(2)(g) - For reasons of substantial public interest
 - 9(2)(f) - For legal claims or courts acting in their judicial capacity
- 'Service Child' indicator
 - 9(2)(g) - For reasons of substantial public interest
- Part-time indicator
 - 9(2)(g) - For reasons of substantial public interest
- Phonics outcomes
 - 9(2)(g) - For reasons of substantial public interest
- Photo ID
 - 9(2)(g) - For reasons of substantial public interest
- 'Socially Disadvantaged' status
 - 9(2)(g) - For reasons of substantial public interest
- Pupil's date of birth
 - 9(2)(g) - For reasons of substantial public interest
- Pupil's enrolment status
 - 9(2)(g) - For reasons of substantial public interest
- Pupil's first name
 - 9(2)(g) - For reasons of substantial public interest
- Pupil's gender
 - 9(2)(g) - For reasons of substantial public interest
- Pupil's home address
 - 9(2)(g) - For reasons of substantial public interest
- Pupil's home language
 - 9(2)(g) - For reasons of substantial public interest
- Pupil's language
 - 9(2)(g) - For reasons of substantial public interest
- Pupil's legal status
 - 9(2)(g) - For reasons of substantial public interest
- Pupil's mobility indicator
 - 9(2)(g) - For reasons of substantial public interest
- Pupil's name and surname
 - 9(2)(g) - For reasons of substantial public interest
- Pupil's premium eligibility
 - 9(2)(g) - For reasons of substantial public interest
- Assessment results
 - 9(2)(g) - For reasons of substantial public interest
- Reasons for absence
 - 9(2)(g) - For reasons of substantial public interest
- Reasons for exclusion
 - 9(2)(g) - For reasons of substantial public interest
- Refugee indicator
 - 9(2)(g) - For reasons of substantial public interest
- Religion
 - 9(2)(g) - For reasons of substantial public interest
- Attainment results
 - 9(2)(g) - For reasons of substantial public interest

- Special educational needs provision
 - 9(2)(g) - For reasons of substantial public interest
- Type of disability
 - 9(2)(g) - For reasons of substantial public interest
- Unique Learner Number
 - 9(2)(g) - For reasons of substantial public interest
- Unique Pupil Number
 - 9(2)(g) - For reasons of substantial public interest

Should we intend to use the information for any purpose, we will always inform you beforehand.

Who might we share your personal data with?

We routinely share personal data with schools that the pupil might attend after leaving our school, our government department for education and our local authority.

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 government departments on a statutory basis. This data sharing normally underpins school funding and any educational attainment policy and monitoring. We may share pupils' personal data with local authorities who provide training to pupils, e.g. around youth support services.

There may be instances where we need to share personal data with say, a service provider who manages automated biometric data processing systems. Biometric data processing is one example of where we will seek parental consent.

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England.

[More about the NPD](#)

[More information about the Department for Education's data sharing process](#)

[Contact the Department for Education](#)

We transfer personal data to the following organisations and countries:

Data subject type	Organisation name	Type	Country
Governors	123ict	Controller	United Kingdom
Governors	Governor HUB	Controller	United Kingdom
Parents/Legal Guardians	123ict	Controller	United Kingdom
Parents/Legal Guardians	PLace2be	Controller	United Kingdom
Parents/Legal Guardians	RM INTEGRIS	Controller	United Kingdom
Parents/Legal Guardians	RM integris	Processor	United Kingdom
Parents/Legal Guardians	teachers2parents	Controller	United Kingdom
Pupils	123ict	Controller	United Kingdom

Pupils	DFE	Processor	United Kingdom
Pupils	RM INTEGRIS	Controller	United Kingdom
Pupils	RM integris	Processor	United Kingdom
Site Visitors	VISIT ED	Controller	United Kingdom
Contractors	123ict	Controller	United Kingdom

How do we look after personal data?

We limit the amount of personal data collected only to what is fit for the purpose, as described above. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic. We retain personal data only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal data for historical or statistical purposes we ensure that the personal data cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal data.

How can you access your personal data?

Parents and pupils have the right to request access to information about them that we hold.

To make a request for your personal data, or to be given access to your child's educational record, you may make a request from our school website or . [here](#).

Parents/pupils also have the right to:

- object to the processing of personal data that is likely to cause, or is causing damage or distress
- prevent processing for the purposes of direct marketing
- object to decisions taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of data protection regulations

Our Data Protection Officer

Linda Keane

office.3262@st-leonards.oxon.sch.uk

Telephone: +01295262507

Our Supervisory Authority

You have the right to lodge a complaint with any Supervisory Authority. See our Supervisory Authority contact details below.

The Information Commissioner's Office

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Wilmslow - Cheshire SK9 5AF

United Kingdom

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