



St Cuthbert Mayne School

School Privacy Notice - Student/Carer

DPO Link:	Katie Stacey, St Cuthbert Mayne School, Torquay, TQ1 4RN. 01803 328725
DPO:	Jenny Goodall, Devon Education Services, Devon County Council

Schools collect, store, process, share and dispose of lots of personal information relating to pupils and their carers. This is known as 'personal data'. The purpose of this privacy notice is to let pupils and their carers know how and why we are processing your personal data as you have rights around this, and the school have a legal obligation and are responsible for protecting your data.

St Cuthbert Mayne School is known as the 'Data Controller' for data protection legislation purposes and is registered with the Information Commissioner's Office (ICO) 00018509138

How we use student and carer information

1. What do we collect and why do we need it?

- full name (student and carer)
- date of birth
- home address (student and carer)
- previous home address (student and carer)
- email address (student and carer)
- telephone number (school and carer)
- school travel arrangements
- free school meal eligibility
- name of previous school and reason for leaving
- images (these may be captured during official school photos; class work; activities, performances or on school CCTV)
- class video recordings including audio. Any recordings will focus on the teacher for teacher training and development purpose
- education file from previous school
- names and contact details of the student's next of kin / carers
- Unique student Reference Number (UPN)
- candidate or examination number
- information about local authority funding
- consent preferences
- attendance
- assessment and attainment information (EYFS/Phonics/KS1/KS2/KS4 results etc)
- behavioural information such as exclusions and alternative provision in place
- eligibility to receive bursary funding
- learner information
- details about any equipment assigned to the student

- dietary requirements
- relevant medical information (details of doctor, allergies, medication etc)
- special educational needs information
- ethnicity (including language spoken and nationality)
- religious or other beliefs
- fingerprints
- concerns about child protection or safety
- whether the student is adopted or in care
- recording of remote learning may take place from time to time

We need this information to:

- assess the student's eligibility to attend our school and process their admission request
- help us build a picture of their educational, social and health needs, so we can support them and provide appropriate pastoral care where required
- support student learning and to help them reach their educational goals
- monitor and report on student progress, attainment, attendance and behaviour
- provide library, ICT and learning resources and aid student GCSE assessment and revision
- assist with the training, development and monitoring of teachers - training teachers
- communicate with our students regarding homework and other important school matters
- carers' details are required for communication purposes in relation to the student's educational progress, attendance, emergencies and events
- safeguard and keep children safe
- comply with laws regarding data sharing
- assist in the prevention or detection of crimes
- maintain student records
- assess eligibility for funding, bursaries and grants
- respond to complaints, grievances and discipline investigations
- assess the quality of our services
- meet statutory duties placed upon us by the Department for Education
- provide cashless catering services (this relates to the collection of student fingerprints)

Collecting student and carer information

We obtain student and carer information via registration forms at the start of each academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information. Student data is essential for the schools' operational use. Whilst most of the student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR and the Data Protection Act 2018 (data protection legislation) we will inform you at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

Recording of remote learning may take place from time to time but where this does happen, parent/carers or student will be notified prior to the event taking place.

Storing student and carer data

We hold student and carer data securely for the set amount of time shown in our data retention schedule. For more information regarding our [data retention schedule](#) and how we keep your data safe, please visit <https://www.st-cuthbertmayne.co.uk/> and click on the 'GDPR' option under 'Information'

2. Who do we share student data with and why?

Department for Education

We are required to share information about our students with the DfE (this may include the school census, end of key stage results and school admissions), either directly or via our local authority so that the DfE can carry out their statutory duties. Our duty to share this information comes under

- [Section 537A of the Education Act 1996](#)
- [the Education Act 1996 s29\(3\)](#)
- [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(student Registration\)\(England\)\(Amendment\) Regulations 2013](#)
- [the Schools Admission Code](#) Including conducting Fair Access Panels
- Regulation 3 of The Education (Information About Individual students) (England) Regulations 2013

To find out more about the data collection requirements placed on us by the DfE via the school census, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We may also be required to share child protection or safeguarding information with local authorities, so we can carry out our statutory duties under section 11 of the Children's Act 2004 (duty to safeguard and promote the welfare of children) and to enable the local authority to carry out their duties under section 47 of the Children's Act 1989 (duty to investigate and take action to safeguard children).

Children in need and looked after children information

We are required to share information with the DfE about our students who are 'children in need' or 'looked after', so the DfE can carry out their statutory duties regarding data collections. Our duty to share this information comes under regulation 3 of The Education (Information About Individual students) (England) Regulations 2013. This is so we can both support those students and provide them with the necessary pastoral care.

To find out more about the data collection requirements placed on us by the DfE go to:

Children in need: <https://www.gov.uk/guidance/children-in-need-census>

Children looked after: <https://www.gov.uk/guidance/children-looked-after-return>

The National student Database (NPD)

Much of the data about students in England goes on to be held in the National student Database (NPD). The NPD is owned and managed by the Department for Education and contains information about students 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. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>

Other schools

We are required to share a student's Common Transfer File and educational record with their next school when they leave us. We are also required to share a student's 'curricular record' with their intended school, upon request. We are required to share this data under The Education (student Information) (England) Regulations 2005.

Educational psychologists, school nurse and other professionals

We may share information about a student with educational psychologists, health workers (including the school nurse), social workers or other professionals, to ensure the student receives the appropriate health, wellbeing and educational support they need. Sharing in these instances, will be carried out with the consent of the parent/carer and/or student, where required.

Standards and Testing Agency

We are required to share information about students in Foundation Stage, year 1, year 2 and in year 6 to the Standards and Testing Agency, so they can facilitate and report on our Foundation Stage, key stage 1 and key stage 2 national curriculum tests (commonly referred to as SATs). More information about reception baseline assessments and SATs are available at www.gov.uk/government/publications/key-stage-1-and-2-national-curriculum-tests-information-for-parents and www.gov.uk/guidance/reception-baseline-assessment

Examination Boards and Moderators

We are required to share information about our students with examination boards and moderators, so they can enter our students into exams, make accessibility arrangements for them where required, mark their work and issue their grades.

IRIS Connect – Teach First

Iris Connect 'Teach First' are the assessment body the school sometimes use to train and develop teachers. As part of the training, development and assessment of these teachers, lessons may be recorded from time to time and the footage shared with Iris Connect for assessment purposes. These recordings will be focused on the teacher, and are shared securely with IRIS under an approved Data Sharing Agreement. Children are informed at the start of the lesson to be recorded and given the opportunity to be positioned in a way that will ensure they are excluded from the recording, should they wish.

PE Classroom (GCSE Classroom Ltd)

Student names and school email addresses shared via a learning platform giving PE GCSE students access to past GCSE papers and assessments to improve achievement and learning.

Youth support and careers advisors

Once our students reach the age of 13, we must share student information with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds, under section 507B of the Education Act 1996. This enables them to provide youth support services and careers advisors.

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the student once they reach the age 16.

We must also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide post-16 education and training providers; youth support services and careers advisers.

A student once they reach the age of 16, can object to only their name, address and date of birth being passed to their local authority or provider of youth support services, by informing us. For more information about services for young people, please visit our local authority website at

<https://www.torbay.gov.uk/schools-and-learning/>.

How Government uses student data

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring (for example, school GCSE results or student Progress measures)
- supports 'longer term' research and monitoring of educational policy. (for example, how certain subject choices go on to affect education or earnings beyond school)
- All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework
- We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

The law allows the Department to share students' personal data with certain third parties, including:

- Schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 students per year to the Home Office and roughly 1 per year to the Police. For information about which organisations the Department has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/df-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below - <https://www.gov.uk/contact-dfe>

3. What is our legal basis for processing student and carer data?

When processing personal data about our students, we rely on the following legal bases, which are set out in [Article 6 of the UK GDPR](#):

- it is necessary for us to perform a task carried out in the public interest or in the exercise of our official duties
- it is necessary for us to comply with a specific legal obligation
- the data subject has given us their consent
- it is necessary to protect the vital interests of a person (to keep them safe, food allergies or medical conditions)

When we process 'special category' (extra sensitive) data about our students, we also rely upon one or more of the following legal bases, as set out in [Article 9 of the UK GDPR](#):

- the data subject has given us their explicit consent
- it is necessary for us to carry out our obligations and exercise our or the data subject's specific rights relating to employment, social security and social protection law
- processing is necessary to protect the vital interests of a person where the data subject is physically or legally incapable of giving consent
- processing is necessary for reasons of substantial public interest

Other legal bases listed in Article 9 of the Data Protection Legislation may also apply, depending on the processing required.

4. What are your data protection rights?

Your right of access

You have the right to ask us for copies of your personal data. There are some exemptions, which means you may not always receive all the information we process.

Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing

You have the right to object to us processing your information where we consider this is necessary for us to perform a task in the public interest. You can also object to us using your contact details to send you direct marketing or fundraising communications.

Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another or give it to you. The right only applies if we are processing information based on your consent or under a contract (or in talks about entering into a contract) and the processing is automated.

To make a [data subject rights request](#), please email your request to the school at katie.stacey@stcm.torbay.sch.uk or contact the school office on 01803 328725

You are not required to pay a charge for exercising your rights and we have one month to respond to you. If you are a parent/carer and want to request a copy of your child's educational record, this type of request will be handled under The Education (student Information) (England) Regulations 2005. We will respond to these types of requests within 15 working days (i.e. days when the school is open).

Further information about your data protection rights, can be found on the Information Commissioner's Office website by following the above link.

Your right to complain

We work to high standards when it comes to processing your personal information. We hope you will always be happy with the way we handle your information, however if we have not met your expectations, please let us know so we can put things right. To do this, please email the school at katie.stacey@stcm.torbay.sch.uk. If you remain dissatisfied, you have the right to complain to the [Information Commissioner's Office](#) (ICO). The ICO's contact details are available at <https://ico.org.uk/concerns>

Queries

If you have any queries about this privacy notice, or the way your personal information is being handled by the school, contact our Data Protection Officer Jenny Goodall via katie.stacey@stcm.torbay.sch.uk

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Protection Officer Jenny Goodall via katie.stacey@stcm.torbay.sch.uk

Updates

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 13 January 2025.

Contact

If you would like to discuss anything in this Privacy Notice, please contact:

- Our Data Protection Officer Jenny Goodall via katie.stacey@stcm.torbay.sch.uk

Version	Change History	Change/s made	Date
1.0	Document created		06/10/2020
1.1	Document edited		22/02/2021
1.2	Document edited	DPO name changed from Annette Henry to Jenny Goodall	26/11/2024
1.3	Document edited	<p>Policy Notice name change from 'Student' to 'Student and Carer' and 'carer' personal data use and context added where applicable</p> <p>GDPR changed to UK GDPR and the Data Protection Act 2018 (data protection legislation) throughout.</p> <p>Section 1 – Additions made:</p> <ul style="list-style-type: none"> - 'class video recordings including audio' - 'names and contact details of the student's next of kin / carers' - 'to aid GCSE revision' <p>Section 2 - "IRIS Connect – Teach First" and 'PE Classroom' sections included.</p> <p>DPO Link name and contact details changed from Daneian Rees to Katie Stacey throughout.</p> <p>Section 4 – Data Protection Rights and complaints – how to make a request or a complaint clarified</p>	09/01/2025