St. Mary's Catholic Primary School

St. Mary's Catholic Primary School is the Data Controller for the purposes of the Data Protection Act 1998.

This privacy notice:

- Sets out how St. Mary's Catholic Primary School uses and protects any information that you give St. Mary's Catholic Primary School when you use this website;
- Sets out how St. Mary's Catholic Primary School uses and protects data held about its workforce and volunteers.
- Sets out how St. Mary's Catholic Primary School uses and protects data held about pupils.

1. USERS OF THE WEBSITE

St. Mary's Catholic Primary School is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

St. Mary's Catholic Primary School may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

What we collect

We may collect the following information:

- Organisation name, name and job title
    - Contact information including email address
    - Demographic information such as postcode
    - Other information relevant to providing our services

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our services.
- We may periodically send information which we think you may find interesting using the email address which you have provided.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

2. St. Mary's Catholic Primary School WORKFORCE AND VOLUNTEERS

Personal data is held by the academies and centrally about those who volunteer, are employed or otherwise engaged to work at the academies.

What we hold

We collect information including, but not limited to, that set out below:

- Identifiers such as name; NI number;
- Contact details;
- Bank account details;
- Ethnicity;
- Employment contract and remuneration details;
- Qualifications;
- Absence information.

What we do with the information we hold

The information assists in the smooth running of the academies and enables individuals to be paid and the legal responsibilities of the employer to be carried out.

We are required to pass on some of this data to the Department for Education (DfE). If you require more information about how the DfE store and use this data please go to the following website:

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

We will not give information about you to anyone outside the Trust or DfE without your consent unless the law and our policies allow us to.

3. PUPILS

Personal data is held by the academies about pupils. Information may be passed on to us from a previous school or academy.

What we hold

We collect information including, but not limited to, that set out below:

- Identifiers such as name; date of birth; ULN, UPN and UCI numbers;
- Contact details;
- National Curriculum assessment records and results;
- Attendance information
- Medical information
- SEN information
- Ethnicity

What we do with the information we hold

The information helps the academies to:

- Support the teaching and learning of students;

- Monitor and report on student's progress;
- Provide appropriate pastoral care;
- Assess how well the academy is doing.

We are required to pass on some of this data to the local healthcare trust and the Department for Education (DfE). If you require more information about how the DfE store and use this data please go to the following website:

https://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause

St. Mary's Catholic Primary School sometimes gives information to the media on the exam success of its pupils and academies. If you do not wish your information to be shared in this manner, please ensure you inform the academy in writing.

4. SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

5. CONTROLLING YOUR PERSONAL INFORMATION

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee may be payable. If you would like a copy of the information held on you please contact office@st-marys.poole.sch.uk

If you believe that any information we are holding on you is incorrect or incomplete, please write to us or email us as soon as possible, to St Mary's Catholic Primary School, Devon Road, Poole, BH15 3QQ. We will promptly correct any information found to be incorrect.