



St Anne's RC Primary

"We Grow Together in God's Love"

St. Anne's R.C. Primary School Privacy Notice for Pupils

Effective Date: January 2025

Reviewed: Sept 2025; Next review: Sept 2026

Approved: Sept 2025

Mission Statement

We grow together as a Catholic Faith Community, promoting Gospel values in all we do. We encourage each child to achieve their full potential—academically, spiritually, and socially—in a spirit of confidence. We reach out to those in our wider community, fostering respect, friendship, and responsibility. **We Grow Together in God's Love.**

Rationale

We seek to encourage each child to develop their individual abilities—spiritual, academic, and social—as fully as possible and in a spirit of confidence.

1. Introduction

You have a legal right to be informed about how St. Anne's R.C. Primary School uses any personal information we hold about you. This privacy notice explains how we collect, store, and use personal data about pupils at our school.

Data Controller: St. Anne's R.C. Primary School, Oldham

Contact Number: 0161 770 5401

Data Protection Officer: Oldham DPO (see 'Contact Us' below)

2. The Personal Data We Hold

We may collect, use, store, and share (when appropriate) the following personal information about you:

- **Contact Details:** Your name, address, email address, and telephone numbers
- **Academic Records:** Test results, attendance records, and details of behaviour issues or exclusions

- **Special Categories of Data:**

- Information about your characteristics (e.g., ethnic background, special educational needs)
- Medical conditions
- Photographs and CCTV images

3. Why We Use This Data

We use the data listed above for various purposes, including:

- a) Communicating with you and your parents when necessary
- b) Monitoring your progress in exams and determining if you or your teachers need extra help
- c) Tracking overall school performance
- d) Supporting your wellbeing

3.1 Automated Decision Making and Profiling

We do not currently use your personal information in any automated decision-making or profiling process. If this changes, we will update this notice.

4. Our Lawful Basis for Using This Data

We will only collect and use your information when the law allows us to. Our lawful bases for processing your personal information include:

- **Public Task:** Necessary to fulfil our official duties as a school.
- **Legal Obligation:** Necessary to meet our legal responsibilities.

You may withdraw your consent at any time, where applicable.

4.1 Special Category Data

For special category data, we only collect and use it when we have both a lawful basis and one of the following conditions:

- Obtaining your explicit consent
- Protecting vital interests
- Processing for legal claims or public interest reasons

5. Collecting This Data

Most information we collect is mandatory, but some may be voluntary. We will inform you if the information is mandatory or optional.

We may also obtain data about you from:

- Local councils
- Government departments or agencies
- Police forces, courts, and tribunals
- Previous schools
- Children's services

6. How We Store This Data

We keep personal information while you are attending our school and may retain it beyond your attendance if necessary. Our record retention policy outlines how long we keep information about pupils; a copy can be requested from the office.

We implement security measures to protect your personal information from unauthorised access, alteration, or disclosure. When we no longer need your personal data, we will dispose of it securely.

7. Who We Share Data With

We do not share information about you with third parties without your consent unless legally required. We may share personal information with:

- Our local authority (Oldham Council)
- Government departments or agencies
- Youth support services providers
- Our regulator (Ofsted)
- Health authorities
- Police forces, courts, and tribunals

7.1 National Pupil Database

We provide information about you to the Department for Education as part of data collections, such as the school census. Some of this information is stored in the National Pupil Database, which supports research and school performance evaluations.

7.2 International Data Transfers

If we need to share personal information about you with international third parties, we will comply with UK data protection law, ensuring appropriate safeguards are in place.

8. Your Rights

8.1 Accessing Personal Information

You have the right to make a 'subject access request' to gain access to personal information we hold about you. If you make a request, we will provide:

- A description of the information
- The reasons for holding and using it
- The source of the information, if not from you
- Information about who it has been shared with
- Any automated decision-making processes applied to the data

9. Contact Us

If you have any questions about this privacy notice or how we handle your personal data, please contact:

- **Data Protection Officer:** Oldham DPO
- **Email:** info@stannesrc.oldham.sch.uk / DPO@oldham.gov.uk
- **Telephone Number:** 0161 770 5401