



Privacy Notice for Parents/Carers

Last Updated 25 May 2018

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **students**.

St Paul's Catholic College complies with the GDPR and is registered as 'Data Controller' with the Information Commissioner's Office (Reg No Z7124672).

The data protection officer (DPO) for the school is contactable below (see 'Contact us').

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Personal information such as name, unique pupil number, address, contact details, contact preferences, date of birth, identification documents;
- Results of internal assessments and externally set tests;
- Student and curricular records;
- Characteristics, such as ethnic background, language, nationality, country of birth, religion, or eligibility for free school meals;
- Exclusion information;
- Details of any medical conditions, including physical and mental health, disabilities or special educational needs;
- Attendance information;
- Behavioural information;
- Safeguarding information;
- Details of any support received, including care packages, plans and support providers;
- Photographs;
- CCTV images captured in school;
- National curriculum assessment and examination results;
- Where students go after they leave us;

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support student learning;
- Monitor and report on student progress;
- Provide appropriate pastoral care;
- Protect student welfare and vulnerable students;
- Assess the quality of our services;
- Administer admissions waiting lists;
- Carry out research;
- Comply with the law regarding data sharing;
- Process any complaints;
- Prevent and detect crime.

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests).
- We need to establish, exercise or defend legal claims or whenever courts are acting in their judicial capacity.
- Necessary for reasons of public interest in the area of public health.
- Necessary for reasons of substantial public interest, based on law, which is proportionate in the circumstances and which provides measures to safeguard the fundamental rights and interests of the data subject.

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Our processes for retention and deletion follow the Information Records Management Service ([Information and Records Management Society's toolkit for schools](#)) which sets out how long we keep student data.

Data sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;*
- *The Department for Education;*
- *The student's family and representatives;*
- *Educators and examining bodies;*
- *Our regulator Ofsted;*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for;*
- *Financial organisations;*
- *Central and local government;*
- *Our auditors;*
- *Survey and research organisations;*
- *Security organisations;*
- *Health and social welfare organisations;*
- *Professional advisers and consultants;*
- *Charities and voluntary organisations;*
- *Police forces, courts, tribunals;*
- *Professional bodies;*
- *Schools that a student attends after leaving this school.*

National Pupil Database (NPD)

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Retention Periods

Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they were collected. Information will be held in accordance with the [Information and Records Management Society Tool Kit for Schools](#).

Photographs

The school may take photographs, videos or webcam recordings of students for official use, monitoring and for educational purposes. You will be made aware that this is happening and the context in which the photograph will be used.

Photographs may also be taken of those attending a ceremony which may appear in the newspaper. You will be made aware that this is happening and the context in which the photograph will be used.

CCTV

The school operates CCTV on the school site as it is considered necessary to protect students' safety and/or the school's property.

Biometrics

The school operates biometric recognition systems enabling students to allow students to gain entry to the school via all external doors and to purchase food in the canteen.

All data collected will be processed in accordance with the GDPR Data Protection Principles and the Protection of Freedoms Act 2012.

The written consent of at least one parent will be obtained before biometric data is taken and used. If one parent objects in writing, then the school will not take or use a child's biometric data.

For more information about biometric data please refer to the [ICO Guidance](#).

Pupils aged 13+

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to our Youth Support Services, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to them.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and students' rights regarding personal data

Individuals have a right to be informed of data processing (which is covered by this Privacy Notice) and to make a **subject access request** to gain access to their or their children's personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from, if not from you or your child;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the Data Protection Officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress;
- Prevent it being used to send direct marketing;

- Object to decisions being taken by automated means (by a computer or machine, rather than by a person);
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- Make a complaint to the Information Commissioner's Office.

To exercise any of these rights, please contact our data protection officer.

Withdrawal of Consent

The lawful basis upon which the school process personal data is that it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school process personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Email: dpo@stpaulscatholiccollege.co.uk

Call: 01444 873898