



Privacy Notice for Students

Last Updated 25 May 2018

You have the right to be informed about how St Paul's Catholic College uses any personal information that we hold about you. This privacy notice explains how we collect, store and use personal data.

St Paul's Catholic College is the data controller of the personal information you provide us, and decides the purposes for which, and the manner in which, any personal data relating to students and their families is processed.

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

The personal data we hold

The types of student information that we collect, store and share to help you learn and to look after you in school include:

- 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;

Why we collect and 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;
- Get in touch with you and your parents/carers when we need to;
- 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 legally collect, store and use personal data relating to students and their families in order to meet legal requirements and legitimate interests as detailed under the General Data Protection Regulations (GDPR) and UK law.

- We need to comply with the law.
- We need it to perform an official task in the public interest (in order to provide you with an education).

Sometimes, we may also use your personal information where:

- You or your parents/carers have given us permission to use it in a certain way.
- We need to protect your interests (or someone else's interest).

Where we have your permission to use your data, you or your parents/carers may withdraw this at any time. We make it clear when we ask permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting student information

The majority of information you provide to us is necessary and we must collect it but some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain student information to us or if you have a choice in this. We will always tell you if it is optional.

How we store your data

We keep personal information about you while you are at our school and after you have left, where we are required to by law. We use the Information Records Management Service ([Information and Records Management Society's toolkit for schools](#)) that details how long we must keep information about students.

Who we share student information with

We routinely share student information with the following where the law and our policies allow us to do so:

- *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.*

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

We share students’ data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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 you 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 you 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](#).

Students aged 13+

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you 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 students once aged 16 or over, can contact our data protection officer to request that we only pass on your 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.

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the data protection officer (see 'Contact us').

If we do hold information about you, 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.

You may ask us to send your personal information to another organisation in certain circumstances. If you want to make a request, please contact the data protection officer.

Your other rights over the data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress;
- Stop it being used to send you marketing materials;
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person);
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it;
- 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