



Saint **GREGORY'S**
Bath

How We Use Your Information
Privacy Notice for Parents/Carers and Student Contacts

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| Title | Privacy Notice for Parents, Carers and Student Contacts | |
| Prepared By | Karen Tyler, Data Manager | Date: May 2018 |
| Checked By | Lisa Slater, Data Governor | Date: June 2018 |
| Approved By | Governors Christian Vision Committee | Date: July 2018 |
| Version | V01.00 | |
| Document Update | May 2019 | |

| Version | Date | Amendments |
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“In Christ we flourish”

Introduction

This notice is to help you understand how and why we collect personal data about parents, carers and other student contacts. It also explains the decisions that you can make about your own information if this applies to you.

St Gregory's Catholic College is a Data Controller for the purposes of the Data Protection Legislation. The school has appointed the Data Manager, Mrs Karen Tyler, as its Data Protection Officer (DPO). If you have any questions about this notice please contact her by emailing tylerk@st-gregorys.org.uk or phoning 01225 832873.

How and why do we collect personal data?

We hold personal data about our students' parents or carers (and often other contacts such as grandparents or siblings, etc), primarily to support the student's teaching and learning, to provide pastoral care and for assessment and legal purposes.

We often obtain some information about you in the first instance from the student's admissions forms and from their previous school. We may also get information from third parties such as doctors and local authorities.

Other Information is often provided to us subsequently directly from you. For example, you might email us with information about your marital status or provide us with documents such as court orders relating to parental responsibility or you might disclose personal information whilst speaking to one of your child's teachers.

We hold and use this information to support your child's learning, to safeguard and promote their welfare, to promote the objectives and interests of the school, to facilitate the efficient operation of the school, to ensure that we comply with all relevant legal obligations and for other related legitimate purposes.

Here are some examples of the types of personal data pertaining to Parents, Carers and other student contacts that we might hold:

- Contact details, contact preferences, date of birth, identification documents;
- Data relating to your child's eligibility for free school meals or applications made for financial assistance;
- Details of any medical conditions, including physical and mental health (where disclosed);
- Safeguarding information;
- Details of any support received from external agencies, including care packages, plans and support providers;
- Information about any family circumstances which might affect your child's welfare or happiness.
- Information about any court orders or criminal petitions which relate to you/your child.
- Images recorded routinely as part of our CCTV (for example if you attend the school and appear on footage). We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets.

This list is not exhaustive and the actual personal data held pursuant to each student will vary, depending on the individual circumstances.

What is our lawful basis for using this information?

Under the current Data Protection legislation we collect and use most of your information to carry out a task in the public interest, that is primarily to be able to properly support your children in their learning.

In other instances we may ask for consent to process your data (i.e. when its use is optional). On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent.

Where do we keep this information?

We take our Data Protection obligations seriously and we will comply with all applicable legislation in relation to any personal data that we hold. In particular, we will keep all personal information confidential (wherever possible), hold it securely on our computer system, and keep it safe and up to date. It will only be accessed by members of staff who may need it in connection with the wellbeing of your child.

We will only use personal data pertaining to parents and carers for the reasons given above and we will destroy all such data when we no longer need it.

The Data Protection Officer is the person responsible at St Gregory's for managing how we look after all such personal information internally and where appropriate deciding how it is shared with third parties.

Who do we share the information with?

We do not share any of your personal data with any other organisation without your permission, except where the law requires it or when we have good reason to do so. Here are some examples:

- From time to time we may be required to provide students' parents or carers information to central government, i.e. through the Department for Education and/or the Education Funding Agency;
- We may need to share information with the local authority to check eligibility for free school meals;
- In accordance with our legal obligations, we may share information with local authorities and the Department for Education, for example, where we have any safeguarding concerns;
- On occasion, we may need to share information with the police or our legal advisers;
- We may share some information with our insurance company, for example, where there is an incident involving the school;
- We may share information with our Governors, (for example if they are involved in any process, procedure or appeal which involves you or your child);
- If your child is going on a school trip or attending an event we may need to share some of your information (i.e. your contact details in case of emergency), with the event organiser/host organisation or the tour operator or accommodation provider, as the case may be;
- If your child leaves us to attend another school we may need to provide that school with information about you. For example, contact information and/or details of family circumstances for safeguarding reasons;
- We may also engage contractors to provide services for the school from time to time, i.e. to facilitate the effective administration of our systems, and this may require them to have access to personal data. If so, we will ensure that they are contractually bound to respect confidentiality and comply with all relevant data protection requirements.

This list is not exhaustive.

Another example is that under Section 72 of the Education and Skills Act 2008 we are required by law to provide certain information to local authorities about young people and their parents or carers living in their area. This is to enable the local authority to support the provision of their education once they leave the school. The local authority can ask us for:

- The name, address and date of birth of students.
- The name and address of a parent/carer for each such student.
- Any other relevant information that they might legitimately seek (for purposes related to the Connexions service that they provide), such as gender and ethnic origin.

Parents and carers can contact us if they want to instruct us not to share any data of theirs, other than the mandatory data that we have to disclose by law in this respect. If you wish to make such a request please contact the Data Manager (see contact details below).

How long do we keep this information for?

St Gregory's has a Data Retention Policy which sets out how long we will keep your personal information for. We only retain your information for as long as we need to. The retention period depends on the type of information held. In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

What decisions can you make about your information?

- If we hold personal data about you which is incorrect you can ask us to correct it. If you would like us to change or update the information we hold about you please speak to the Data Manager (see contact details below).
- You also have the right to request access to the information we hold about you. To make a request to see any of your personal information, please contact the Data Manager.

Further information and guidance

If you have any questions please contact the Data Manager:

Telephone: 01225 832873 Email: tylerk@st-gregorys.org.uk

If you have a concern about the way we are collecting or using your personal information please raise your concern with us in the first instance. Alternatively you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>.