



PRIVACY NOTICE

PUPILS AND PARENTS

Agreed Date	9/02/21
Review Date	February 2022

The following notice relates to all Saint John Southworth Catholic Academy Trust (referred to as SJSCAT) affiliated organisations.

WHAT INFORMATION WE COLLECT AND HOLD

Personal information that we may collect and hold includes but is not restricted to: contact details, exam results, attendance and any behavioural/exclusion information, where pupils go after they leave us and personal characteristics such as ethnic group, any special educational needs and relevant medical information. Sometimes we get information from doctors and other professionals. Information relating to parents and/or guardians may include contact details, job details and financial information.

We also use network monitoring software and CCTV systems for the prevention, investigations and detection of crime, the apprehension and prosecution of offenders, the safeguarding of the public, pupils and staff and for general monitoring of security. CCTV recordings may be disclosed to third parties such as the police but only where such disclosure is in accordance with the Act.

We may use photographs of pupils and parents in our publications, and on our website, for marketing and promotional purposes. For external use for pupils, permission will be sought.

WHY WE COLLECT AND USE THIS INFORMATION

We commonly use personal data to

- admit pupils to the SJSCAT
- support and monitor learning
- provide appropriate pastoral care
- ensure we are providing a safe and secure environment
- enable pupils to take part in examinations and assessments and to monitor progress and educational needs
- for legal and management purposes and to enable the SJSCAT to meet its legal obligations as an employer, for example to monitor staff performance
- safeguarding and promoting the welfare of children
- maintain open lines of communication between parents and the SJSCAT for matters including but not exclusive to absences, medical needs and upcoming events
- protect and promote our interests and objectives- this includes fundraising and marketing activities. However, we will not use personal data for direct marketing purposes if you ask us not to

OUR LAWFUL BASIS FOR USING THIS INFORMATION

We collect and use information under the Education Act 1996 and in accordance with the UK Data Protection Act 1998 (The Act). Most commonly, we process data where we need to comply with a legal obligation and/or we need it to perform an official task

in the public interest. We may also process 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) and, where necessary, for the purposes of the legitimate interests pursued by the SJSCAT, except where interests are overridden by fundamental rights and freedoms which require the protection of personal data. Special categories of personal data are processed where necessary for carrying out the obligations of the SJSCAT and for providing appropriate safeguards.

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

Where you have provided us with consent to use your data, you may withdraw this consent at any time.

COLLECTING INFORMATION

We acquire personal data through parents via correspondence and forms, and during discussions with staff. We may receive information on pupils from third parties such as a previous school, local authority and/or the Department for Education (DfE).

Whilst the majority of information provided to us is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

We may use information about parents of current pupils in connection with fundraising and promoting our interests. For example, we may create a profile of interests, preferences and level of potential donations so that we can ensure we are contacting people in the most appropriate way and with the most relevant information.

SHARING INFORMATION

We do not share information about pupils and parents without consent unless the law and/or our policies allow us to do so.

We may share personal data where doing so complies with the Act. For example, we may:

- disclose information where this is required to comply with our reporting obligations or for safeguarding reasons
- disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips
- share information about parents and pupils with our solicitors or other professional advisors (e.g., in order to obtain legal advice)
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as the management of IT services
- our local authority
- educators and examining bodies (pupils only)
- our regulator (e.g. Ofsted, Diocese of Westminster and Catholic Education Service)
- health authorities

- health and social welfare organisations
- police forces, courts, tribunals

We may share information about a pupil with their parents where permitted by the Act, e.g. information about the pupil's academic attainment, behaviour and progress.

We are required to pass certain information about pupils to our local authority, the Department of Education (DfE) and the educational establishment pupils attend after leaving the SJSCAT. We may share information about exam results or provide references.

THE NATIONAL PUPIL DATABASE (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

Find out more about the NPD, [here](#).

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, go [here](#).

For information about which organisations the department has provided pupil information, (and for which project), please visit this [website](#).

Contact DfE [here](#).

YOUTH SUPPORT SERVICES

Once our pupils reach the age of 13, we also pass pupil information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/ pupil once he/she reaches the age 16.

We will also share certain information about pupils aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

STORING DATA

We retain pupil data in accordance with [retention guidelines \(see DPP Retention Schedule May 2021\)](#) set by the Information and Records Management Society.

We will ask to keep contact details of parents and pupils on leaving the SJSCAT so we can update you with information, alumni news and to find out how you are getting on. The SJSCAT seeks permission before sending communications once you have left. For information on your data and how we hold and process it on leaving the SJSCAT, see our privacy notice for alumni, friends, former parents and supporters which is also provided directly to parents and secondary school pupils on leaving the SJSCAT.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, parents and pupils have the right to make a 'subject access request' to gain access to personal information the SJSCAT 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 SJSCAT holds about them.

If you would like to make a request please contact our Data Protection Officer at dataprotectionofficer@sjscat.co.uk

OTHER RIGHTS

Unless subject to exemption under GDPR you also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of data protection regulations

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 at dataprotectionofficer@sjscat.co.uk.

Alternatively, you can make a complaint to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

CONTACT US

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer at dataprotectionofficer@sjscat.co.uk.

If you have any concerns we request that you raise your concern with us in the first instance.

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use pupil and parent data in this multi-academy trust.