

Privacy Notice **(How we use pupil information)**

This privacy notice tells you what to expect when St Joseph's Catholic Academy collects personal information about you. Under the General Data Protection Regulations (GDPR) we are required to inform you of the information we hold on you, what we use it for, who we share it with, and for how long we keep it.

It applies to;

- Existing and potential students and their parents/ carers
- Job applicants, employees and former employees (including agency/ temporary workers, contractors, volunteers and work experience candidates)
- People who make complaints or enquiries
- Visitors to the Academy
- Suppliers/Customers

The Data Controller

Our collegiate processes personal data relating to parents, pupils, staff, governors, visitors and others, and therefore is a data controller.

The Newman Catholic Collegiate are registered as a data controller with the ICO and will renew this registration annually or as otherwise legally required.

The categories of pupil information that we collect, hold and share include:

- Admissions
- Attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Attendance (number of absences and reason for both pupils and staff)
- Behaviour (exclusions, alternative provision information)
- special educational needs (including the needs and ranking)
- Catering and free school meal management
- Trips and activities
- Medical information and administration
- Safeguarding

- Information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- Personal identifiers, contacts and pupil characteristics (name, contact details, address)
- Characteristics information (such as gender, age, ethnic group)
- Identity management/authentication
- Staff contract information (hours worked, job role & salary information)
- Qualifications
- Governance details (role, start date/end date)

Why we collect and use this information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid

We collect and use governance information, for the following purposes:

- a) to meet the statutory duties placed upon us

The lawful basis on which we use this information

St Joseph's collect and use pupil information under Article 6 GDPR (1) e 'Public Task' <https://gdpr-info.eu/art-6-gdpr/>. This is because we need to process personal data in order to:

- Carry out a task in the public interest
- Exercise our official authority
- Fulfil a contract we have entered into with you
- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)



Article 6(1)(f) 'Legitimate interests' <https://gdpr-info.eu/art-6-gdpr/>. This gives us a lawful basis for processing where:

- “processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.”

St Joseph's process special categories of personal data (race, religion, health details) on the following lawful bases:

- Explicit consent: the individual has given clear consent for us to process their personal data for a specific purpose
- Legal obligation: the processing is necessary for us to comply with the law
- Vital interests: the processing is necessary to protect someone's life

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing data

We keep personal information about pupils while they are attending any academy within the collegiate. We may also keep it beyond their attendance if this is necessary in order to comply with our legal obligations.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to the employment. Once the employment with us has ended, we will retain this file and delete the information in it in accordance with our Record Retention Policy.

The collegiate uses the Information and Records Management Society's toolkit, which sets out how long we keep information about pupils, staff and governors:
<https://irms.org.uk/page/SchoolsToolkit>

Who we share information with

We do not share personal or business information about you with anyone outside the collegiate without permission from you, your parents/carers or the company unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:



- The local authority – to meet our legal e.g. safeguarding.
- The Department for Education
- Educators and examining bodies
- Our regulator, e.g. Ofsted
- Suppliers and service providers
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Charities and voluntary organisations
- Police forces, courts, tribunals

Local authorities, the Department for Education (DfE), and agencies that are prescribed by law, such as Ofsted and the Department of Health (DH) are all data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

Why we share pupil information

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

We share pupils' 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 pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Your rights under the Data Protection Act 1998

You can find out if we hold personal information about you by requesting a "Subject Access Request" under the Data Protection Act 1998. Your request should be in writing and sent to the address below.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

Your other rights over your 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
- Claim compensation if the data protection rules are broken and this harms you in some way

Our **Data Protection Policy, Information Security Policy and Freedom of Information Policy** explain in more detail how we process your information (collection, storage and disposal) as well as how you can access your data (subject access request/Freedom of Information Request) or request amendment or deletion. Please contact us if you require any more information.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.



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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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 the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils 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, contact the school Academy Manager.

You also have the right to:

- object to 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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

Contact

If you require further information about this notice you can contact us in the following ways;

Writing:

Newman Catholic Collegiate Data Protection Lead

Mrs K Davies, 83 Little Chell Lane, Tunstall, Stoke on Trent, ST6 6LZ

Telephone: 01782 821995

Email: finance@newmancc.co.uk

Please note that whilst every endeavour will be made to respond to requests promptly and within the timescales in force under the GDPR, in some cases there may be a slight delay due to academy shut down (holiday) periods.

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

In order to keep this privacy notice up-to-date, we may amend it from time to time. When we do, we will revise the date at the bottom of the page. If there are any significant changes in the way we treat your personal information we will contact you and we will place a prominent notice on our website.

