

PARENT AND PUPIL PRIVACY NOTICE

St Winefride's School is committed to protecting the security of our current, prospective and former pupils and parents' personal data. This privacy notice sets out how we collect, use and store personal information about you in accordance with the General Data Protection Regulation ("the GDPR") and the Data Protection Act 2018 ("the DPA 2018").

The School, of Belmont, Shrewsbury SY1 1TE, (Charity Number 1037597) is a data controller. This means that we are responsible for deciding how we process personal information about you. We are required to notify you of the information contained in this privacy notice.

It is important that you read this notice, so that you are aware of how and why we are using your personal information.

Data protection principles

The School must comply with the following key data protection principles:

- Personal data must be processed lawfully, fairly and in a transparent manner;
- Personal data must be collected for specified, explicit and legitimate purposes;
- Personal data must be adequate, relevant and limited to what is necessary;
- Personal data must be accurate and kept up to date;
- Personal data must not be kept for longer than is necessary; and
- Personal data must be processed in a manner that ensures security of the data, including protection against unlawful processing.

Personal information – what do we collect?

Personal data is defined as "any information relating to an identified or identifiable natural person; that is one who can be identified by reference to an identifier such as a name, an online identifier or to one or more factors specific to the identity of that person."

We will collect and process the following categories of personal information about you:

- Name;
- Address;
- Contact details;

- Unique pupil number/Roll number;
- Emergency contact information;
- Attendance;
- Behaviour records;
- Assessment and attainment records;
- Use of our ICT systems;
- Photographs and videos;
- Home School Agreement;
- AUP for KS1 & KS2 E Safety;
- AUP for Parents
- Copy of School Reports;
- Pupil Files;
- Safeguarding Information
- Parking Permits

Special categories of personal information

We may also collect and use special categories of more sensitive personal information including:

- Race, ethnic origin;
- Religion;
- Health;
- Special educational needs;
- Sexual orientation

Criminal offence data

We may also collect and use criminal offence data that includes information about any criminal convictions and offences.

How do we collect your personal information?

We collect personal information about pupils and parents from your application for admission to our School. We will also collect additional personal information in the course of time that a pupil is with us directly from pupils and parents (for example, by completing forms). We may collect information from third parties including other schools, local authorities and the DfE.

What are the purposes for which we will use your personal information?

We will process your personal information for a number of purposes including those listed below:

- Determining admissions;
- Maintaining attendance records;
- Supporting learning;
- Monitoring pupil progress;
- Enabling pupils to take part in assessments and examinations;
- Promoting pupil welfare and safeguarding;
- Providing pastoral care;
- Managing behaviour;
- Assessing the quality of our education services;
- Administering contracts;
- Communicating with alumni; Promoting of the School;
- Monitoring your use of our ICT systems;
- Using photographs; and videos;
- For security.

Lawful basis for using personal information

We will only use your personal information when the law allows us to. This includes in the following circumstances:

- Processing is necessary to comply with a legal obligation;
- Processing is necessary to perform a task in the public interest or for official functions and the task or function has a clear basis in law;
- Processing is necessary for our legitimate interests or the interests of a third party, unless such interests are overridden by your interests;
- Processing is necessary for a contract with you or because you have asked us to do something before entering in to a contract;
- Processing is necessary to protect someone's vital interests and you are incapable of giving consent; or
- You have freely given clear consent to process your personal data for a specific purpose.

We need your personal information to perform our parental contract. We also need to be able to comply with our legal obligations. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties or to perform a task in the public interest.

What are the purposes for which we use special categories of personal information?

We will use your sensitive personal information in the following ways:

- Equal opportunities monitoring;
- Providing support with medical conditions;
- Taking action in an emergency;
- Making reasonable adjustments;
- Implementing special educational needs provision;
- Safeguarding

Lawful basis for using special categories

We may process special categories of personal information if we have a lawful basis (as set above) but we also require a further justification for using this type of personal information.

We may process special categories of personal information in the following circumstances:

- Where processing is necessary to carry out our legal obligations;
- Where processing is necessary for reasons of substantial public interest where safeguards are in place for your fundamental rights;
- Where processing is necessary in relation to legal claims;
- Where processing is necessary to protect your vital interests (or someone else's interests) and you are incapable of giving your consent;
- Where you have already made the information public; or
- If we have your explicit written consent.

What are the purposes for which we use criminal offence data?

We will only collect information about criminal convictions and offences in limited circumstances including:

- Implementing sanctions; and
- Safeguarding;
- Safe Recruitment.

Lawful basis for using criminal offence data

We may only use information relating to criminal convictions and offences where the law allows us to do so. This will usually be where such processing is necessary to carry out our safeguarding obligations. We may also use information relating to criminal convictions where it is necessary in relation to legal claims or where it is necessary to protect your vital interests (or someone else's interests).

Is your consent needed to process personal data?

We do not need your consent if we have another lawful basis to use your personal information. In limited circumstances, we may approach you for your written consent to allow us to process certain personal data. This may include using and taking images of pupils. It may also include external publication of examination results. If we do so, we will provide you with full details of the information and/or images and the reason we need to do this, so that you can carefully consider whether or not you wish to consent.

What happens if you fail to provide requested personal information?

If you fail to provide personal data that we request, we may not be able to perform our official functions or perform a contract entered into with you. We may also be prevented from complying with our legal obligations.

It is important that the personal data that we hold about you is accurate. You must keep us informed if your personal information changes throughout your relationship with us.

What happens if there is a change of purpose?

We will use your personal data for the purposes for which we collect it, unless we consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for a purpose that is not related or compatible, then we will notify you and we will explain the legal basis on which we will be processing your data.

What are your rights?

You will have the following rights in certain circumstances:

Right to access

You have the right to make a subject access request to request access to your personal information. We will not, however, disclose information where an exemption applies such as if disclosure would cause serious harm to a child.

Right to withdraw consent

You have the right to withdraw consent to us processing your personal data at any time.

Right to rectification

You may request that your personal data is rectified if it is inaccurate or incomplete.

Right to be forgotten

You may request that your personal data is erased in certain circumstances including: where you withdraw consent; where the personal data is no longer necessary; or where the data has been processed unlawfully.

Right to restrict processing

You may request that the processing of your personal data is restricted in certain circumstances, including where its accuracy is contested until we have been able to verify it.

Right to object

You may object to direct marketing and if you do so, we will stop processing your personal data as soon as we receive such an objection. You may also object to processing based on legitimate interests or public interest grounds. We will stop processing on this basis unless we can demonstrate compelling grounds for processing which override your' interests or where the processing is for the conduct of a legal claim.

Right not to be subject to automated decision making

We can use automated decision-making (when an electronic system uses personal information to make a decision without human intervention) that has legal or significant effects

on you only where the decision is necessary for a contract; authorised by the law; or based on your explicit consent. If we use automated decision making, we will give you the opportunity to challenge the decision.

Right to data portability

You may request that personal data that you supplied directly to us is transferred to another party. This right only applies where the processing is based on your consent or for the performance of a contract; and where processing is carried out by automated means. We will provide the personal data in a structured, machine-readable and commonly used format.

How to exercise these rights?

If you want exercise any of the above rights, please contact our Data Protection Administrator (“DPA”) in writing. A parent can only make a subject access request or any of the above requests on behalf of a child, if the child is either unable to understand their rights and the implications of a subject access request, or has given their consent. The ICO generally regards children aged 12 and above as mature enough to understand the implications of making a subject access or other request themselves. We may need to request specific information from you to help us confirm your identity and ensure your right to exercise any of the above rights.

You will not usually have to pay a fee to exercise any of these rights. However, we may charge a reasonable fee if your subject access request is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Who do you share my information with?

We may share your personal data within our School and with third parties such as service provider, eg. BT (Internet Provider) and external sports coaching companies. We may also share your personal data with other schools, local authorities, youth services, the police, the Department for Education and the Independent Schools Inspectorate.

We will share your personal information with third parties where we have a legitimate interest for doing so, such as, where it is necessary to administer our working relationship with you. We will also share your personal information where we are required to by law.

All our third-party service providers are contractually obliged to take security measures to protect your personal information. We only permit them to process your personal data for specified purposes and in accordance with our written instructions. We may transfer your personal information outside the EU but only if adequate safeguards are in place so that you can expect a similar degree of protection.

How will you securely keep my information?

We have put in place security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those employees and third parties who have a business need to do so. Third party service providers will only process your personal information on our written instructions and where they have agreed to keep the information secure. We have particularly strict rules of access for safeguarding files.

Whilst we aim to prevent any personal data breaches, if this occurs, we will report the breach to the ICO within 72 hours of becoming aware of it in circumstances where it is likely that there will be a risk to your rights and freedoms. If the breach is likely to result in a high risk to your rights, we will also inform you without undue delay.

How long will you keep my information for?

We will retain your personal information in accordance with our Data Retention policy for as long as necessary. We consider the nature, and sensitivity of the personal data, the potential risk of harm from unauthorised disclosure, the purposes for which we process your personal data and the applicable legal requirements in determining appropriate retention periods.

Data Protection Administrator

We have appointed a DPA to be responsible for our compliance with data protection law. If you have any questions about this privacy notice, please contact the Headteacher, Sister M Felicity who will liaise with the DPA, contact telephone number; 01743 369883.

How do you make a complaint?

If you consider that we have not complied with our data protection obligations, you may use our complaints procedure (see Complaints policy). You also have the right to make a complaint to the ICO as the supervisory authority for data protection matters.

Updating this Privacy Notice

We reserve the right to update this privacy notice at any time. If we do so, we will provide you with a new privacy notice.