



# **Data Protection Policy**

## **Pupils and Parents**

The LORD is my shepherd, I lack nothing. He makes me lie down in green pastures, he leads me beside quiet waters, he refreshes my soul. He guides me along the right paths for his name's sake. Even though I walk through the darkest valley, I will fear no evil, for you are with me; your rod and your staff, they comfort me.

Psalm 23:1-4

# Data Protection Policy: Pupils & Parents

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## **Data Protection Policy of Saint John Wall Catholic School ("the School")**

### **1. Introduction**

- 1.1 The privacy of our pupils, their parents and carers is very important to us and we have taken steps to protect it. This Policy explains how we use your personal information and your rights in relation to your own personal data. This Policy should be read in conjunction with our Privacy Statement which contains more detail about how your personal data is used and who it is shared with.
- 1.2 The School is the data controller of the personal data that it holds about you. We process this data strictly in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018). We are registered with the Information Commissioner's Office (ICO) and our registration number is Z5363960. You can find a copy of our entry on the register of data controllers at [www.ico.gov.uk](http://www.ico.gov.uk).
- 1.3 This Policy applies to all those whose personal data we hold including pupils, parents and carers but excluding our workforce.

### **2. What Information Do We Collect?**

In order to carry out our functions, the School collects and records personal data from various sources, including by obtaining information from yourselves. As a minimum this will include:

- Name, address, date of birth, postal address, email address and telephone contact numbers.
- Next of Kin details
- Racial and ethnic origin
- Religious beliefs or other similar beliefs
- Physical health or condition and relevant medical information
- Details of any special educational needs
- Welfare details

Depending upon the circumstances, we may also process:

- Examination/assessment results
- Attendance records
- Other relevant reports and evaluations

**Data collected indirectly from monitoring devices (including but not limited to door access-control mechanisms, closed-circuit television and other security systems, telephone, e-mail and internet-access logs and recordings).**

### **3. What Do We Use Your Personal Data For?**

The School processes your personal data for the following purposes:

- to comply with our statutory duties and powers relating to education and administration;
- to support teaching and learning;
- to monitor and report on our pupils' progress;
- to provide care including pastoral support, and
- to assess how well the School is doing as a whole.

### **4. Who Do We Share Your Personal Data With?**

We will not share your personal data with anyone outside the School unless the law requires or allows us to do so or as deemed necessary by us for the exercise of our functions. For example, the law requires us to share certain information about you with the Department for Education and the local authority. In addition, we may also contract with external service providers, such as IT specialists, to help us carry out our functions. Any such arrangement is carried out strictly in accordance with the requirements of the UK GDPR and the Data Protection Act 2018.

You can find out more about how we process your personal data and who else has access to it and why from our Privacy Notice. A copy is available from our reception or online at [www.sjw.bham.sch.uk](http://www.sjw.bham.sch.uk)

### **5. How do We Protect and Handle Your Personal Data?**

The law requires the School to take appropriate technical and organisational security measures to protect personal data and to prevent any unauthorised or unlawful processing or its loss, damage or destruction. In accordance with this legal obligation we have implemented technical steps to protect personal data held both manually and electronically and regularly review these measures to ensure that they are adequate. Organisational steps to protect personal data include but are not limited to, regular staff training in data protection.

Apart from keeping your personal data secure we also take steps to ensure that it is kept accurate and up to date, is adequate, relevant and not excessive in relation to the purpose/s for which the data is being processed. We endeavor to ensure that information is not kept for longer than necessary and is deleted as soon as reasonably practicable. However, the School may retain some personal data, [in accordance with our Document Retention Schedule] so that we can comply with regulatory or legal obligations and for legitimate organisational reasons.

## **6. Your Rights**

### **Your Right of Access to Personal Data**

Your Right of Access to Personal Data (Subject Access Request - SAR)

You have the right to ask the School if we are processing personal data about you. If we are, you have the right to be told:

What personal data is being processed.

The purposes for which your personal data is being processed.

Who, if anyone, your personal data is disclosed to.

The extent to which we use your personal data for automated decision-making, and if so, the logic involved.

We are required to respond to your request within one calendar month. We will provide you with a copy of your personal data in an intelligible form, along with information about the sources of the data.

Generally, there is no fee to make a Subject Access Request. However, we may charge a reasonable fee if your request is manifestly unfounded or excessive, particularly if it is repetitive, or for further copies of the same information.

While it is helpful for requests to be made in writing to ensure clarity, you can make a Subject Access Request verbally or in writing. To make a request, or if you have any questions about this right, please contact the School using the details in Section 10. We may ask you to provide proof of your identity to ensure we are releasing data to the correct person and to help us locate the information you are requesting.

### **[The Parents' Right of Access to Their Child's Educational Record]**

Parents have a separate independent right of access to their child's educational record through the Regulations. Requests should be made in writing to the Board of Governors and you should receive a response within 15 School days.

Requests to simply come in and inspect the educational record are free of charge. Requests for a copy of the educational record are subject to a reasonable fee to cover the cost of supplying the information to you. For example, photocopying and postage costs etc.

## **7. Transferring Your Information Overseas**

Occasionally we may need to transfer personal data overseas including outside the European Economic Area for the purposes set out above. Where this happens we will ensure that appropriate safeguards are put in place to protect your personal data.

## **8. Photographs, Video and Social Networking**

**Where parents and others attend School performances and sporting events etc. the School will generally permit reasonable photography [and recording] for personal**

domestic purposes only. However, we do not permit the publishing of any photograph or recording of children other than your own. This includes publishing on social networking sites such as Facebook. Our Policy reflects our legal obligation to protect the privacy and in some cases personal safety of all of our pupils and because we understand that not all pupils and parents wish or consent to their images and other personal data being published. This is our general Policy and may be subject to variation on a case by case basis.

#### **9. Your Obligations**

In order for us to ensure that our records are accurate and adequate we need to ensure that they are kept up to date. You are required to inform us of any changes to the personal data that we hold so that we can amend our records accordingly. For example, please notify us immediately of any change of address or other contact details or any specific medical or health information.

Please notify changes to your personal data to **the School Office on 0121 554 1825.**

#### **10. Contact Us**

If you have any queries concerning your personal data or any questions about this Policy please contact our Head teacher at:

**Saint John Wall Catholic School, Oxhill Road, Handsworth, Birmingham B21 8HH.  
0121 554 1825 or email [dpo@sjw.bham.sch.uk](mailto:dpo@sjw.bham.sch.uk)**

## APPENDICES

### Biometric data

Biometric data means personal information about an individual's physical or behavioural characteristics that can be used to identify that person; this can include their fingerprints, facial shape, retina and iris patterns, and hand measurements.

'Processing' of biometric information includes obtaining, recording or holding the data or carrying out any operation or set of operations on the data including (but not limited to) disclosing it, deleting it, organising it or altering it. An automated biometric recognition system processes data when:

- recording pupils' biometric data, for example, taking measurements from a fingerprint via a fingerprint scanner;
- storing pupils' biometric information on a database system; or
- using that data as part of an electronic process, for example, by comparing it with biometric information stored on a database in order to identify or recognise pupils.

As long as the child or a parent does not object, the written consent of only one parent will be required for a school or college to process the child's biometric information. A child does not have to object in writing but a parent's objection must be written. You can withdraw your consent at any time in writing.

Ratified by Governors: 09/07/2025

Review Date: 09/07/2026

*(This policy will remain in force beyond the review date if no updates are required)*