



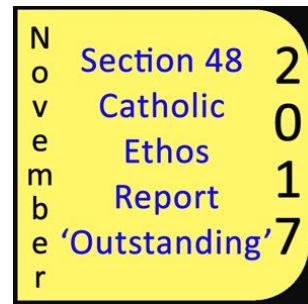
# Saint John Wall Catholic School

## A Catholic School For All



### Mission Statement

**'To educate each and every unique child in our care to hear and respond to what God calls them to be'**



# Privacy Notice for Pupils

He who goes about as a talebearer reveals secrets, But he who is trustworthy conceals a matt  
Proverbs 11:13



## **Privacy notice for pupils**

You have a legal right to be informed about how our school uses any personal information that the school hold about you. To comply with this, the School provide a 'privacy notice' to you where the School are processing your personal data.

This privacy notice explains how the School collect, store and use personal data about you.

The School, Saint John Wall Catholic School (School), are the 'data controller' for the purposes of data protection law.

Our data protection officers are Mr Mariusz Wieremiewicz and Mrs Kelly Nayyar.

## **The personal data the School hold**

The School hold some personal information about you to make sure the School can help you learn and look after you at school.

For the same reasons, the School get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

## **Why the School use this data**

The School use this data to help run the school, including to:

- Get in touch with you and your parents when the School need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how the School the school as a whole is performing
- Look after your School being

## **Our legal basis for using this data**

The School will only collect and use your information when the law allows us to. Most often, the School will use your information where:

- The School need to comply with the law

- The School need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, the School may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- The School need to protect your interests (or someone else's interest)

Where the School have got permission to use your data, you or your parents/carers may withdraw this at any time. The School will make this clear when the School ask for permission and explain how to go about withdrawing consent. However, you should be aware that if permission is withdrawn then it might affect your status and ability to stay within the school and this will be explained to you at such time.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean the School can use your data.

### **Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information the School need to collect, there are some occasions when you can choose whether or not to provide the data.

The School will always tell you if it's optional. If you must provide the data, the School will explain what might happen if you don't.

### **How the School store this data**

The School will keep personal information about you while you are a pupil at our school. The School may also keep it after you have left the school, where the School are required to by law.

The School have a records management policy which sets out how long the School must keep information about pupils. We keep pupils records until pupils reach the age of 25.

### **Data sharing**

The School do not share personal information about you with anyone outside the school without permission from you or your parents/carers, 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, the School may share personal information about you with:

- *Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions*
- *The Department for Education (a government department)*
- *Your family and representatives*
- *Educators and examining bodies*
- *Our regulator (the organisation or "watchdog" that supervises us), ([specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate])*

- *Suppliers and service providers – so that they can provide the services the School have contracted them for*
- *Central and local government*
- *Our auditors*
- *Survey and research organisations*
- *Security organisations*
- *Health and social welfare authorities/organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*

### **National Pupil Database**

The School are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database, https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information](https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information) which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or the School being in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's page on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

### **Youth support services**

Once you reach the age of 13, the School are legally required to pass on certain information about you to the Birmingham Local Education Authority (LEA), as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Birmingham Local Education Authority (LEA).

### **Transferring data internationally**

Where the School share data with an organisation that is based outside the European Economic Area, the School will protect your data by following data protection law.

## **Your rights**

### **How to access personal information the School hold about you**

You can find out if the School hold any personal information about you, and how the School use it, by making a **'subject access request'**, as long as the School judge that you can properly understand your rights and what they mean.

If the School do hold information about you, the School will:

- Give you a description of it
- Tell you why the School are holding and using it, and how long the School will keep it for
- Explain where the School 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 the School 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

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact our data protection officer.

### **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

## **Complaints**

The School take any complaints about how the School collect and use your personal data very seriously, so please let us know if you think the School have done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officers.

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way the School use data in this school.*

*Ratified by Governors: 07/10/2020*

*Next Review: 07/10/2021*

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