



Privacy Notice for Parents/Carers

This Policy has been approved and adopted by the Xavier Catholic Education Trust in May 2022

Committee Responsible: Risk & Audit Committee

To be reviewed every two years in May.

We may need to update this privacy notice if the ICO or DfE guidance changes. We recommend you revisit this information from time to time

Privacy Notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils and families. The school is the 'data controller' for the purposes of data protection law.

Our DPO (Data Protection Officer) contact details are below.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils and families includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- **Biometric data for cashless payment systems**

This list is not exhaustive, to access the current list of categories of information we process please contact the DPO. We may also hold data about pupils that we have received from other organisations, including other schools, local authorities, the Diocese and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare

- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing to meet the statutory duties placed upon us for DfE data collections.

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it in accordance with the legal basis where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

The initial GDPR Compliance Audit document contains a detailed analysis of this school's data, data flows and legal basis for using this data.

Less commonly, we may also process pupils' 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)
- **We need to process Special Category data in accordance with [Article 9 of the General Data Protection Regulation](#).**

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

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

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending the Trust's schools. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

The Information and Records Management Society's Academy toolkit provides the guidance for the Trust's retention strategy and Data Asset Registers. For further information please contact the DPO.

Data sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator e.g. Ofsted,
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- The Diocese
- Schools in the Trust

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school and early year's census if applicable under regulations 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Some of this information is then stored in the National Pupil Database (NPD) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data. For more information, see the Department's webpage on how it collects and shares research data.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a 'Subject Access Request' to gain access to personal information that the school 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 school holds about them.

If you make a Subject Access Request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form. Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact our DPO (Data Protection Officer).
- 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

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth

support services will be shared. This right is transferred to the child / pupil once they reach 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

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our DPO (Data Protection Officer).

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.

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our DPO (Data Protection Officer):

Contact Name: Ceri Murray
Contact Address: Xavier Catholic Education Trust, c/o Salesian School,
Guildford Road, Chertsey, Surrey KT16 9LU
Contact Email: c.murray@xaviercet.org.uk

Contact Telephone: 01932 582520

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 data in this school.