



Privacy Notice

Parent/Carer and Pupil/Student

Privacy Notice to comply with GDPR Legislation

Policy Reviewed and Adopted by Trustees :

Date Approved: September 2018
Next Review: September 2020

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I. WHAT IS THE PURPOSE OF THIS DOCUMENT?

Durham Martyrs' Multi-Academy Trust (St Leonard's Catholic School), hereafter 'the Trust' is committed to protecting the privacy and security of you and/or your son/daughter's personal information. This privacy notice describes how we collect and use personal information about you and/or your son/daughter in accordance with the General Data Protection Regulation (GDPR) and relevant regulations (including the Privacy and Electronic Communications Regulations (PECR)) during and after your relationship with us the purpose of which is to provide educational services to your son/daughter.

The Trust is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you and/or your son/daughter. We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice applies to prospective, current and former parents and guardians of students attending the School, as well as prospective, current and former pupil/students themselves. This notice does not form part of any contract with you. We may update this notice at any time. It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you and/or your son/daughter, so that you are aware of how and why we are using such information.

2. DATA PROTECTION PRINCIPLES

The Durham Martyrs' Multi-Academy Trust will comply with data protection law. This says that the personal information we hold about you and/or your son/daughter must be:

- (a) used lawfully, fairly and in a transparent way;
- (b) collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- (c) relevant to the purposes we have told you about and limited only to those purposes;
- (d) accurate and kept up to date;
- (e) kept only as long as necessary for the purposes we have told you about;
- (f) kept securely;

3. THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). There are "special categories" of more sensitive personal data which require a higher level of protection.

We may collect, store, and use the following categories of personal information about you and/or your son/daughter:

- personal information, for example: name, pupil number (ID) and date of birth;
- pupil/student and parent/carer contact details, for example: email addresses, telephone numbers, postal addresses and emergency contact numbers;
- other characteristics, for example: nationality and country of birth, first language, gender.
- CCTV footage captured on site;
- attendance information, for example: number of student absences from school and the reasons for such absences;
- Academic Assessment information, for example: internal and public examination results, predicted grades and general class based academic tracking;
- behavioural information, for example: number of temporary exclusions, reports of misbehaviour and disciplinary measures;
- photographs and video footage, for example: photos taken during sporting fixtures, trips and school events.
- Marital status and dependants.
- Other members of the family/next of kin for emergency contact information.
- Identity documents such as copies of passports, driving licences, birth certificates, bank statements and utility bills.
- National Insurance number
- Bank account details
- Salary information.

- Financial information relating to household expenditure
- Employment details.
- Information about your use of our information and communications systems.

We may also collect, store and use the following "special categories" of more sensitive personal information regarding you and/or your son/daughter:

- Ethnicity
- Religious belief
- Medical information, for example: illness, physical disability, allergies and prescribed medication.
- SEND(Special Educational Needs and/or Disabilities) information, for example: learning difficulties, psychological evaluation reports and special considerations for exam participation.
- Information about criminal convictions and offences.

4. HOW IS YOUR PERSONAL INFORMATION COLLECTED?

The Trust collects personal information about you and/or your son/daughter through information you give us on admission and other forms and the financial information you give to us in relation to for educational visits and/or any financial assistance as appropriate. The Trust may sometimes collect additional information from third parties including your son/daughter's previous school, professionals such as doctors, local authorities and other professionals as appropriate.

5. HOW WE WILL USE INFORMATION ABOUT YOU?

The Trust will only use personal information relating to you and/or your son/daughter when the law allows us to. Most commonly, we will use such personal information in the following circumstances:

- (a) where we need to perform a contract we have entered into with you.
- (b) where we need to comply with a legal obligation.
- (c) where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- (d) where you have given a freely given, specific, informed and unambiguous consent to the processing of your personal information for one or more specific purposes.
- (e) we may also use your personal information in the following situations, which are likely to be rare:
- (f) where we need to protect your interests (or someone else's interests).
- (g) where it is needed in the public interest or for official purposes.

6. SITUATIONS IN WHICH WE WILL USE YOUR PERSONAL INFORMATION

With reference to the grounds set out in the list above, we have indicated in the boxes below the purpose or purposes for which we are processing or will process your personal information, as well as indicating which categories of data are involved.

7. WHERE WE NEED TO COMPLY WITH A LEGAL OBLIGATION

- (a) checking you are legally entitled to reside in the UK. This will include processing personal data such as your passport, birth certificate and other identification documents.
- (b) complying with safeguarding obligations for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as courts, the local authority or the police where legally obliged to do so.

8. WHERE YOU HAVE GIVEN A FREELY GIVEN, SPECIFIC, INFORMED AND UNAMBIGUOUS CONSENT TO THE PROCESSING OF YOUR PERSONAL INFORMATION FOR ONE OR MORE SPECIFIC PURPOSES

Taking and displaying photographs and video footage of you and/or your son/daughter at School events which may be published on the School website or other social media which promote the Trust. We may continue to use these images after your son/daughter has left the school in accordance with our Photography Consent procedures.

9. WHERE IT IS NECESSARY FOR OUR LEGITIMATE INTERESTS (OR THOSE OF A THIRD PARTY) AND YOUR INTERESTS AND FUNDAMENTAL RIGHTS DO NOT OVERRIDE THOSE INTERESTS.

- (a) providing educational services to your son/daughter and supplying you with information about the progress and attainment of your son/daughter. This will include storing your contact details.
- (b) processing data on CCTV to ensure the School site is safe, this will include the storage of images on CCTV footage.
- (c) safeguarding and promoting the welfare of your son/daughter and others which may include sharing your personal data with third parties involved in safeguarding and welfare of children.
- (d) sending you information to keep you up to date with activities in School for example by sending you the School newsletter and other correspondence including for fundraising purposes.
- (e) keeping in touch with you now and when your son/daughter leaves the school.
- (f) processing your data for the legitimate interest of others.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

10. IF YOU FAIL TO PROVIDE PERSONAL INFORMATION

If you fail to provide certain information when requested, we may not be able to perform the contract entered into with you to provide educational services to your son/daughter, or we may be prevented from complying with our legal obligations such as to ensure the health and safety of students in School.

11. CHANGE OF PURPOSE

We will only use you and/or your son/daughter's personal information for the purposes for which we collect it, unless we reasonably 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 information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process you and/or your son/daughter's personal information without you and/or your son/daughter's knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

12. HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information.

13. OUR OBLIGATIONS

The Trust may hold special category data relating to you and/or your son/daughter in certain circumstances. If we do we may use it in the following ways:

- (a) in limited circumstances with your consent.
- (b) where the processing is necessary for reasons of substantial public interest.
- (c) to protect the vital interests of any person where that person cannot give consent for example if they are unconscious.
- (d) in the exercise or defence of a legal claim.

14. DO WE NEED YOUR CONSENT?

We may approach you for your written consent to allow us to process certain particularly sensitive personal data regarding you and/or your son/daughter. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that, in accordance with our written policy document, there are circumstances permitted by law where we may use particularly sensitive personal data without your consent.

15. AUTOMATED DECISION-MAKING

We do not envisage that any decisions will be taken about you and/or your son/daughter using automated means, however we will notify you in writing if this position changes.

16. DATA SHARING

We may have to share you and/or your son/daughter's data with third parties, including third-party service providers and other entities in the Diocese of Hexham and Newcastle, Durham Local Authority, the Department for Education and/or the Education and Skills Funding Agency. We require third parties to respect the security of you and/or your son/daughter's data and to treat it in accordance with the law.

17. WHY MIGHT WE SHARE YOUR PERSONAL INFORMATION WITH THIRD PARTIES?

We will share you and/or your son/daughter's personal information with third parties where required by law, where it is necessary to administer the parent contract with you or where we have another legitimate interest in doing so.

18. WHICH THIRD-PARTY SERVICE PROVIDERS PROCESS MY PERSONAL INFORMATION?

"Third parties" includes third-party service providers (including contractors and designated agents) and other entities within the Durham Martyrs' Multi-Academy Trust. For further information regarding the use of third party service providers, please direct enquires to our Data Manager at dpo@st-leonards.durham.sch.uk.

In line with our legal obligations we may share you and/or your son/daughter's personal data with local authorities, Ofsted and the Department for Education for example in a situation where there is a safeguarding concern about a child. We may share you and/or your son/daughter's personal data with the police or if your son/daughter is not a British National we may have to share you and/or your son/daughter's personal data with UK Visas and Immigration.

19. HOW SECURE IS MY INFORMATION WITH THIRD-PARTY SERVICE PROVIDERS AND OTHER ENTITIES IN OUR GROUP?

All our third-party service providers and other entities in the Durham Martyrs' Multi-Academy Trust are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use you and/or your son/daughter's personal data for their own purposes. We only permit them to process you and/or your son/daughter's personal data for specified purposes and in accordance with our instructions.

20. WHEN MIGHT YOU SHARE MY PERSONAL INFORMATION WITH OTHER ENTITIES IN THE TRUST?

We will share you and/or your son/daughter's personal information with other entities in our group as part of the provision of educational services to your son/daughter and promoting the objects and interests of the School.

21. TRANSFERRING INFORMATION OUTSIDE THE EU

We will not normally transfer you and/or your son/daughter's personal information outside the EU. In circumstances where we do this we will only transfer the data to a country where you can expect a similar degree of protection in respect of personal information.

22. DATA SECURITY

We have put in place measures to protect the security of you and/or your son/daughter's information. Details of these measures are available upon request. Third parties will only process you and/or your son/daughter's personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure. We have put in place appropriate security measures to prevent you and/or your son/daughter's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to you and/or your son/daughter's personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process you and/or your son/daughter's personal information on our instructions and they are subject to a duty of confidentiality. We have put in place

procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

23. DATA RETENTION

How long will you use my information for?

We will only retain you and/or your son/daughter's personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of you and/or your son/daughter's personal information are available on request from the Data Manager at dpo@st-leonards.durham.sch.uk. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process you and/or your son/daughter's personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise you and/or your son/daughter's personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. We will retain and securely destroy you and/or your son/daughter's personal information in accordance with our data retention policy and/or applicable laws and regulations.

24. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes

It is important that the personal information we hold about you and/or your son/daughter is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law you and/or your son/daughter have the right to:

- (a) request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- (b) request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- (c) request erasure of your personal information. This enables you to ask us to delete or
- (d) remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- (e) object to processing of your personal information where we are relying on a legitimate
- (f) interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- (g) request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- (h) request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing.

No fee usually required

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

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

In the limited circumstances where you and/or your son/daughter may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact our Data Manager at dpo@st-leonards.durham.sch.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

25. DATA PRIVACY MANAGER

We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle you and/or your son/daughter's personal information, please contact the Data Protection Officer at dpo@st-leonards.durham.sch.uk. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

26. CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information. If you have any questions about this privacy notice, please contact our Data Protection Officer dpo@st-leonards.durham.sch.uk