

Finchley Catholic High School

Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the School 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 Finchley Catholic High School ('the School', 'we', 'us' or 'our') collect, store and use Personal Data about **pupils**.

We are the 'data controller' for the purposes of data protection law.

Our data protection officer is **Sue Murphy**. This document sets out the types of Personal Data (meaning information about an individual from which that individual can be personally identified) we handle, the purposes of handling those Personal Data and any recipients of it.

Our details

We are: Finchley Catholic High School

Address:

Information Commissioner's Office Registration Number:

Our Data Protection Officer is: Sue Murphy

and their contact details are: **info@finchleycatholic.org.uk**

The Personal Data we hold

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

- Contact details, contact preferences, date of birth, identification documents
- National insurance number
- Information in connection with education (included but not limited to unique pupil number, results of internal assessments and externally set tests, post 16 learning information and other records)
- Pupil and curricular records
- Characteristics, such as ethnic background, religion, first-language, special educational needs or any relevant protected characteristics
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Free school meal eligibility
- Information received in connection with any complaint
- Details of any support received, including care packages, plans and support providers
- Photographs

- CCTV images captured in School

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities 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
- Ensure the proper management of Schools trips and afterschool clubs and activities
- Protect pupil welfare and promote and protect health and safety
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

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 where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest (in order to provide children with an education and provide extra-curricular activities)

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)

In addition, Personal Data will be collected and/or processed for the purposes of relevant contracts for the provision of services which are paid for. This may include but is not limited to:

- the provision of music tuition;
- School trips;
- entering you for examinations.

We do not process any special categories of Personal Data except where necessary for reasons of substantial public interest in complying with legal obligations including under the Equality Act 2010 or where necessary to protect the vital interests of the Data Subject or of another natural person and where safeguards are in place to ensure that this Personal Data is kept secure. For the avoidance of doubt where special categories of Personal Data are collected it shall not be used for the purposes of automated decision making and/or profiling.

Special categories of data means Personal Data revealing:

- racial or ethnic origin;
- political opinions; religious or philosophical beliefs or trade union membership;
- genetic or biometric data that uniquely identifies you;
- data concerning your health, sex life or sexual orientation; or
- data relating to criminal convictions or offences or related security measures.

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. If consent is the only legal basis for processing and has been given then this may be revoked in which case the Personal Data will no longer be collected/processed.

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 will use this information

We may use your data in a variety of ways; this will include but is not limited to:

- maintaining written records for educational purposes;
- medical or allergy information displays;
- identification;
- sending by e-mail;
- adding to spreadsheets, word documents or similar for the purposes of assessing Personal Data;
- for educational software use (this could be for the purposes of helping you learn, discipline, reports and other educational purposes).

How we store this data

Paper copies of Personal Data are kept securely at the School; for example, in secure filing cabinets.

Electronic copies of Personal Data are kept securely and information will only be processed where we are satisfied that it is reasonably secure.

All information you provide to us is stored on secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. You must not share your password with anyone.

When giving Personal Data to third parties (for example, software providers) it is possible that this Personal Data could be stored in a location outside of the European Economic Area. We will take all steps reasonably necessary to ensure that your Personal Data is treated securely and in accordance with this privacy policy. In particular, any transfer of your Personal Data made by us to a location outside of the EEA will be governed by clauses in a written contract in order to keep these secure.

How long we keep this data

We keep personal information about pupils while they are attending our School. We may also keep it beyond their attendance at our School if this is necessary in order to comply with our legal obligations. We keep information about pupils in line with the Information and Records Management Society's toolkit for schools.

Once we no longer need the data, it will be securely and safely destroyed/deleted.

Data sharing

Personal Data will be accessible by members of staff. Where necessary, volunteers, trustees and governors will also have access to Personal Data.

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

- if we are under a duty to disclose or share your Personal Data in order to comply with any legal obligation; for example:
 - We share pupils' Personal Data with the Department for Education (DfE) in relation to school funding / expenditure and the assessment of educational attainment in order to comply with our legal obligations as set out by acts of Parliament and associated legislation and guidance.
- in order to enforce any agreements with you;
- in order to perform contracts with third party suppliers for the purposes listed above. Our third party suppliers include:

Exam boards, Show My Homework, Classcharts, SIMS Capita (management information service), local boroughs/councils in which you reside, Complete IT, Cunninghams (cashless catering), School Round Robins, Wisepay, LGfL, Unifrog, Fisher Family Trust, Diocese of Westminster, Education Welfare Consultant, Duke of Edinburgh award, school travel agents,
- to protect the rights, property, or safety of the Trust, the School, other pupils or others. This includes exchanging information with other organisations for the purposes of child welfare.

The above listed third party suppliers will process data on our behalf. Therefore, we investigate these third party suppliers to ensure their compliance with Relevant Data Protection Laws and specify their obligations in written contracts

Other third parties with whom 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 – to meet statutory requirements on returns To find out more about the data collection requirements placed on us by the DfE visit: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- The pupil's family and representatives – to report on performance in School
- Educators and examining bodies – to enable students to sit public exams
- Our regulator Ofsted – during inspections
- Diocese of Westminster – to meet pupil planning requirements
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – where goods/services have to be paid for
- Central and local government – to meet pupil planning requirements
- Our auditors
- Survey and research organisations – to enable us to provide a better service to our stakeholders
- Health authorities – for eg. vaccinations
- Security organisations – to help safeguard our pupils
- Health and social welfare organisations

- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Charities and voluntary organisations – when pupils are fundraising
- Police forces, courts, tribunals – in the event of them requiring information
- Professional bodies – to help meet planning requirements

National Pupil Database

We are required to provide information about pupils to the Department for Education (DfE) as part of statutory data collections such as the School census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the DfE 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.

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](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to the London Borough of Barnet, 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.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to the London Borough of Barnet.

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

You have the right to receive this information in a format that can be transferred. We will normally send Personal Data in the form of emails or other mainstream software files.

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 data protection officer. *We will aim to respond to that* request within one month. If responding to your request will take longer than a month, or we consider that an exception applies, then we will let you know.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Niamh Arnall, Headteacher.

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 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
- Email: casework@ico.org.uk
- 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 officer**:

- Sue Murphy – info@finchleycatholic.org.uk

Changes to this notice

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This privacy policy was last updated on 22/05/2018

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.