

Finchley Catholic High School

Privacy notice for pupils

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

This privacy notice explains how Finchley Catholic High School ('the School', 'we', 'us' or 'our') collect, store and use Personal Data about you.

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

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

We hold some personal information about you to make sure we can help you learn and look after you at School.

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

This information includes (but is not limited to):

- Your name and contact details
- Date of birth
- National insurance number
- Your test results
- Your attendance records
- Other educational information (including but not limited to unique pupil numbers, test results, post 16 learning information and other records)
- Free school meal eligibility
- Your characteristics, like your ethnic background, religion or any special educational needs
- Your health and any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

We use this data to help run the School, including to:

- Get in touch with you and your parents when we need to
- To support your learning and help you achieve your potential
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Record your progress and track how well the School as a whole is performing
- Look after your wellbeing and support you during your time with us

Our legal basis for using this data

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

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education and provide extra-curricular activities)

Sometimes, we may also use your personal information where:

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

In addition, your 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 (where decisions are made by computers instead of humans).

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 got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing

consent. 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 your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

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

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

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 will keep this data

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

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

We 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, we 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) – for the School census. 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>.
- Your family and representatives- to report on performance in School
- Educators and examining bodies – to enable you to sit public exams
- Our regulator Ofsted – during inspections
- Diocese of Westminster – for planning provision in schools
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations – where goods/services have to be paid for
- Central and local government – to meet pupil planning requirements
- 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 – so that they can provide the services we have contracted them for
- Charities and voluntary organisations – when you are fundraising
- Police forces, courts, tribunals – in the event of them requiring information
- Professional bodies to help meet planning requirements

We will also share information about with in order to perform contracts with third party suppliers which includes:

- 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,

The above listed third party suppliers (which is not an exhaustive list) 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

National Pupil Database

We 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](#), 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 wellbeing 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 webpage 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, we are legally required to pass on certain information about you 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.

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 the London Borough of Barnet.

Your rights

How to access personal information we hold about you

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

If we do hold information about you, we will:

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

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. 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.

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

We take any complaints about how we collect and use your Personal Data very seriously, so please let us know if you think we've 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
- 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 to reflect the way we use data in this School.