



JOHN F KENNEDY
CATHOLIC SCHOOL

INSPIRE • ACHIEVE • SERVE

General Data Protection Regulation (GDPR)

Privacy Notice for Parents/Carers

(For use of your child's personal data)

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Privacy Notice for Parents/Carers – use of your child’s personal data

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 by rightly providing ‘privacy notices’ to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students.

The personal data we hold

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

- Contact details and preferences, date of birth, identification documents
- Results of internal assessments and externally set tasks
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, special educational needs
- Details of any behaviour issues or exclusions
- 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
- Biometric data (subject to parental permission)
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education (DfE).

Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- 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 students’ personal data when the law allows us to. Most commonly, we process it where:

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

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect your child's interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time.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 students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting the 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 information

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance if this is necessary in order to comply with our legal obligations.

Personal data must be stored securely and not be kept for any longer than required. Some records have to be retained for minimum periods by law. As a general rule, when personal data is no longer needed for the purposes for which it was collected, this personal data will be securely and permanently destroyed as soon as practicable.

Data sharing

We do not share information about students 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 student's family and representatives
- Educators and examining bodies
- 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
- Health authorities
- Health and social welfare organisations
- Professional advisors and consultants
- Charities and voluntary organisations

- Police forces, courts, tribunals
- Professional bodies
- Educational curriculum software to support student learning

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 census.

Some of this information is then stored in the National Pupil Database (NPD), 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.

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, please see the DfE's website 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

What is different about students aged 13+?

A parent/carer can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age 16.

Once our students reach the age of 13, we are legally required to pass on certain information about them to Connexions, YC Hertfordshire, Post Point CHO 022, County Hall, Pegs Lane, Hertford, SG13 8DF, as they have legal responsibilities regarding the education or training of 13-19 year olds.

This enables them to provide services as follows:

- youth support services
- careers advisers
- post 16 education and training

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 Connexions.

Transferring data internationally

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

Parents and students' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school hold 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 considered to be under the age of 13), or where the child has provided consent.

If you make a subject access request, and if we do hold information, 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 the child or parents/carers
- 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 data protection officer using the details below:

Data Protection Officer
John F Kennedy Catholic School
Hollybush Lane
Hemel Hempstead
Hertfordshire
HP1 2PH
Email: dpo@jfk.herts.sch.uk

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 using the details listed at the end of this document

Complaints

We take any complaints about our collection and use of personal data 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 protect officer using the details listed at the end of this document.

Alternatively, you can make a complaint to the Information Commissioner's Office. This can be reported in the following ways:

- Report it 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 us as follows:

Data Protection Officer
John F Kennedy Catholic School
Hollybush Lane
Hemel Hempstead
Hertfordshire
HP2 4QU
Email: dpo@jfk.herts.sch.uk

Document Control

4: SCHOOL PUBLICATION SCHEME			
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