

# Schools Privacy Notice – 2017/2018

Cardinal Langley RC High School is registered as a 'data controller' under the Data Protection Act 1998.

## Who do we collect information about?

We collect information to allow us to provide services effectively. You should expect that we'll keep a record of your contact and may collect your information on paper, online forms, by telephone, email or by a member of staff in person. This information is important and we're responsible for the information we hold about you. We take our responsibilities seriously and ensure that any personal information we collect and use is done proportionately, correctly, safely and in accordance with the Data Protection Act.

## What information do we collect?

The School collects information for different reasons, from teaching to providing funding for services to producing statistics. Some examples of information that may be collected include:

- name, address, date of birth,
- parent(s)/guardian(s) details,
- national curriculum assessment results,
- attendance and exclusion information,
- sensitive information, such as, ethnic group, special educational needs, medical information, looked after status

## Where else do we get information from?

We may receive information from a number of sources, including a previous school or college, local authority and the Department for Education (DfE).

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

## What do we use the data for?

The information we hold is used to provide a range of services to support our pupils' learning and provide appropriate pastoral care, and:

- To communicate and provide services and information appropriate to your needs
- To ensure that the school meets all its legal obligations
- To process financial transactions including grants, payments and benefits
- Where necessary, to protect individuals from harm or injury
- Where otherwise permitted under the Data Protection Act 1998.
- We collect information for different reasons and uses statistical information to prioritise activities, target and plan the provision of services. When this information is used or shared, we ensure that individuals cannot be identified

## Who do we share data with?

We are required by law to collect and process information and share information with other bodies, including Local Authority and the Department for Education (DfE). The Local Authority may occasionally be required to share your personal and sensitive information with other government and/or partner agencies. The Local Authority will only share data when there is a statutory duty or legal requirement to do so.

In addition, once our pupils reach the age of 13, the law requires us to pass on certain information about them to the Local Authority who has responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our Local Authority and/or DfE collect and use your information, please visit:

- our Local Authority at <http://www.rochdale.gov.uk/council-and-democracy/data-protection-and-foi/privacy-and-cookies/Pages/privacy-notice.aspx> or
- the DfE website at <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

### **How do we keep information secure?**

We have safeguards in place to protect your information which include things like using secure email, training staff and having processes in place to make sure we only collect the information we need and that it is kept only for as long as necessary.

### **Your Rights**

You're legally entitled to request and receive a copy of any information that we hold about you. We'll seek to comply with your request, but there may be some situations where it will not be able to do this in full, for example, where information we hold was given in confidence. If you want to receive a copy of the information about you that we hold, please contact the school.

You have the right to request that we cease processing your personal data, for example, a parent/guardian can ask only their child's name, address and date of birth are passed to the Local Authority for services, such as, careers advice. Where possible, we'll seek to comply with your request but there may be some situations when we're not legally able to do this.

We try to ensure that any personal data we hold about you is correct, but there may be situations where the information we hold is no longer accurate. If this is the case, please contact the school so that any errors can be investigated and corrected.

We may monitor and record electronic transactions (internet, email and telephone conversations). This will be used, for example, complaint resolution, to prevent or detect a crime or investigate.

### **CCTV surveillance**

CCTV systems are installed in some areas of the school for the purposes of pupil, public and staff safety, and crime prevention and detection. CCTV images will only be disclosed to other organisations who intend to use the images for these purposes. In all locations, signs are displayed notifying you that CCTV is in operation and providing details of who to contact for further information.

We operate CCTV/surveillance and disclose it in accordance with the codes of practice issued by the Information Commissioner and the Home Office.

Images captured by CCTV/Surveillance will not be kept for longer than is necessary. However, on occasions there may be a need to keep images for longer, for example, where a crime is being investigated.