



Privacy Notice

25 May 2018

Data Controller

Our Lady and St Chad Catholic Academy

**Data Protection Registration
Number**

ZA106278

Data Protection Officer

[City of Wolverhampton Council

**To access information held
about you**

Post: Our Lady and St Chad Catholic Academy
Old Fallings Lane

Telephone: Wolverhampton
WV108BL

Email:

01902 558250
info@olscmail.org.uk

Privacy notice for parents/carers

Under GDPR Regulations 2018 and data protection law, individuals have a right to be informed about how the Academy 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 we collect, store and use personal data about parents/carers and **pupils**.

Our Lady and St Chad Catholic Academy is the 'data controller' for the purposes of GDPR/data protection law.

Our Data Protection Officer is **City of Wolverhampton Council**; our initial school contact is **Mr Simon Williams** (see 'Contact us' below)

The personal data we hold:

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

- Contact details, contact preferences, date of birth, identification documents
- Characteristics, such as ethnic background, eligibility for free Academy meals, or special educational needs
- Details of any medical conditions, including physical and mental health
- Results of internal assessments and externally set tests
- Pupil and curricular records

- Exclusion information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in Academy in places where CCTV is in existence
- Biometric data for school meals administration

We may also hold data about pupils that we have received from other organisations, including other Academies and schools, local authorities and the Department for Education, Diocesan Education Service

Why we use this data:

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil 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 parents/carers and 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

Less commonly, we may also process parent/carers and 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)

Where we have obtained consent to use parents/carers or 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.

Some of the reasons listed above for collecting and using parents/carers and 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 parents/carers and 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.

Access to our policies are found

<https://olsc.org.uk/publications/>

Data sharing

We do not share information about parents/carers or pupils 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 GDPR 2018 and data protection law) we may share personal information about pupils with:

- *Local authorities – to meet our legal obligations to share certain information with them, such as safeguarding concerns and exclusions*
- *The Department for Education - to meet our legal obligation to share certain information for safeguarding and funding*
- *The pupil's family and representatives - to meet legal obligations to support learning and teaching and welfare*
- *Educators and examining bodies - to meet legal obligations to register for tests and external exams*
- *Our regulators, e.g. Ofsted, Independent Schools Inspectorate, Diocesan Education Services(DES)*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations - to process payments to support services to our Academies*
- *Central and Local Government - to meet our legal obligation to share certain information for safeguarding and funding*
- *Our auditors - to meet our legal obligation to report on public finances*

- *Survey and research organisations - to meet our obligations to improve learning and teaching*
- *Health authorities/NHS - to meet our legal obligation to share certain information for safeguarding*
- *Security organisations - to meet our legal obligation to share certain information for safeguarding*
- *Health and social welfare organisations - to meet our legal obligation to share certain information for safeguarding*
- *Professional advisers and consultants - to meet our legal obligations in reviews and improve progress of our pupils*
- *Charities and voluntary organisations - to meet our legal obligations in reporting on statutory returns*
- *Police forces, courts, tribunals - to comply with legislation where appropriate information is requested*
- *Professional bodies - to meet our legal obligations in reporting on statutory returns*
- *Schools or other bodies that pupils may attend after leaving us*

DFE-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 Academy 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 Academy 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 Academies and schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's and young people'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 web page 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 Wolverhampton City Council, 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 school contact, or Data Protection Officer to request that we only pass the individual's name, address and date of birth to Wolverhampton City Council.

Transferring data internationally

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

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 Academy 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 Academy 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

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 school contact or Data Protection Officer.

Other rights

Under GDPR/ 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 school contact or 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
- 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, in the first instance please contact our school contact:

Mr Simon Williams,
Business Director
c/o Our Lady and St Chad Catholic Academy
Old Fallings Lane,
Wolverhampton WV10 8BL
Tel: 01902 558250 Email: swilliams@olscmail.org.uk

To complain or if you need further information contact our Data Protection Officer:

NAME OF DPO – Data Protection Complaints	
Post	City of Wolverhampton Council Civic Centre St Peter's Square Wolverhampton WV1 1SH
Telephone	01902 554498
Email	schoolsIG@wolverhampton.gov.uk