

Privacy Notice for Parents and Carers – How We Use Your Personal Data 2023-24



St Aloysius' College

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London
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Person Responsible	H Bhopotra
Last Reviewed	March 2023
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This policy is communicated by the following means:	Website
Chair of Governors Signature:	





St Aloysius College: Privacy notice for parents and carers – how we use your personal data

Under the requirements of the General Data Protection Regulation and data protection legislation, **St Aloysius' College** is subject to a variety of obligations as the data controller of personal data (information) about pupils and their parents, carers and families.

Personal data is information that identifies you and your child and is about you and your child. This personal data might be provided to us by you, or provided by someone else (for example another school) or it could be created by the school.

This notice explains what personal data we hold about you and your child, how that information is collected, how we use and may share information about you and your child. Our Data Protection Officer is **Ms Haseena Bhapotra**. Contact can be made by email at bhapotra.h@sta.islington.sch.uk.

The personal data we hold

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

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Bank details
- Photographs, images, audio/visual recordings and CCTV*

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Support received, including care packages, plans and support providers
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Assessment and attainment (such as national curriculum assessment results and reports on pupil progress and attainment)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Special educational needs (including the needs and ranking)
- Safeguarding information (such as court orders and professional involvement)

We may also hold data about you that we have received from other organisations, including other schools and social services.



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Why we use this data

The personal data collected is essential for the school to fulfil its official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- To support pupil learning and educational provision
- To moderate teacher assessment judgments
- To keep children safe (food allergies, or emergency contact details)
- To report to you on your child's attainment and progress
- To keep you informed about the running of the school (such as emergency closures) and events
- To process payments for school services and clubs
- To provide appropriate pastoral care
- To protect pupil welfare
- To administer admissions waiting lists
- To assess the quality of our services
- To comply with our legal and statutory obligations
- To safeguard children and young people
- To reduce the incidence of children missing education
- To support children at risk from permanent exclusion
- To support in-year admissions process
- To meet the statutory duties placed upon us by the Department for Education

Use of your personal data for marketing purposes

Where you have given us consent to do so, St Aloysius' College may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting our data protection officer via e-mail bhapotra.h@sta.islington.sch.uk.

Our legal basis for using this data

In most situations we collect and use pupil information because the processing is necessary for compliance with a legal obligation to which the school, as data controller, is subject, or in the exercise of official authority in our capacity as a school.

In particular, we collect and use personal information under section 537A of the Education Act 1996 and under section 83 of the Children Act 1989, to provide information to the Secretary of State and to carry out tasks in the public interest.

If we need to process 'special category data', we rely upon reasons of substantial public interest, for example promoting and securing equality of opportunity and eliminating discrimination. If special



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category data is processed for any other reason, you will be informed of the additional legal basis for this.

If there is processing or sharing that relies upon your consent, we will make this clear to you and ensure that we seek your consent. You will always be able to withdraw your consent at any time.

Collecting pupil information

We collect pupil information via registration forms at the start of the school year, Common Transfer File (CTF) or secure file transfer from the previous school.

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We will always hold personal information about you and your child securely and in accordance with the law. We use Capita SIMS to store your information

We keep personal information about you while your child is 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. Our record retention schedule/records management policy sets out how long we keep information on parents and carers. This can be found on the school website.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the NHS – i.e. school nurse
- Camden & Islington Public Health
- where the pupil is not resident in Islington, with their respective local authority
- Ofsted
- Westminster Diocese – to provide data on the religious profile of the school
- Suppliers and service providers – to enable them to provide the service for which we have contracted them
- Financial organisations – e.g. for bursary payments
- Our auditors – to facilitate the inspection of finances
- Security organisations – CCTV providers
- Health and social welfare organisations – for Special Needs and Child Protection
- Professional advisers and consultants - for Special Needs and Child Protection



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- Charities and voluntary organisations – fundraising activities
- Police forces, courts, tribunals – statutory requirement

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

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 data protection law.

Department for Education

We regularly share pupil data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

The DfE collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections, under **section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013**.

All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under:

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **Ms Haseena Bhapotra** on bhapotra.h@sta.islington.sch.uk.

Depending on the lawful basis above, you may also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent the processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts



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If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting **Ms Haseena Bhopotra** on bhopotra.h@sta.islington.sch.uk.

Contact

If you would like to discuss anything in this privacy notice, please send an e-mail to **Ms Haseena Bhopotra** on bhopotra.h@sta.islington.sch.uk.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collection:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures)
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Youth support services - Pupils aged 13+

Once our pupils reach the age of 13, we also pass basic pupil information (name, address and date of birth) to our local authority and /or provider of youth support services as they have responsibilities in relation to the education or training of 13-19-year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers.

Any additional information is provided only with opt-in consent from the parent or carer.

This right is transferred to the child / pupil once he reaches the age 16.



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Pupils aged 16+

We will also share basic information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19-year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

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

Data is securely transferred to the youth support service via the secure e-mail; egress and is stored on internal server] and held for one year after the student is taken off roll.

For more information about services for young people, please visit our local authority website:

<https://www.islington.gov.uk/children-and-families/young-people>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held on the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>



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Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with the Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

Your rights

How to access personal information that we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and for how long we will keep it
- Explain where we got it from, if not from you
- 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 may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please complete the **Subject Request Form**, which can be found on the school's website and send it to bhapotra.h@sta.islington.sch.uk

Your other rights regarding your data



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Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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 concerns 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, please contact our Data Protection Officer:

Ms Haseena Bhoptra on **bhoptra.h@sta.islington.sch.uk**.