



## **Privacy Notice for Pupils and Parents**

**This Policy has been approved and adopted by the Xavier Catholic Education Trust in May 2022**

**Committee Responsible: Risk & Audit Committee**

To be reviewed in January 2026

We may need to update this privacy notice if the ICO or DfE guidance changes. We recommend you revisit this information from time to time

## **Privacy Notice for Pupils and Parents**

Under the General Data Protection Regulation (GDPR), introduced in May 2018, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by 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 you. We, the school, are the 'data controller' for the purposes of data protection law.

### **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.

This information includes:

- Your contact details, contact preferences, date of birth, identification documents
- Your results of internal assessments and externally set tests and examinations
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions, including physical and mental health
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images captured in school
- Biometric data for cashless payment systems

This list is not exhaustive. The full list of processors is held on the Trust Record of Processing Activity. We may also hold data about pupils that we have received from other organisations, including other schools, local authorities, the Diocese and the Department for Education.

### **Why we use this data**

We use this data to:

- Contact you and your parents with information to support your education
- Support, monitor and report on pupil learning
- Provide appropriate pastoral care and support
- Protect pupil welfare
- Assess the quality of our services

- Administer admissions waiting lists
- Meet the school's statutory duties
- Provide payment and booking systems for catering, photographs, activities and trips  
Celebrate achievement (within the school community through newsletters and website, with the wider community through press releases and social media – subject to the appropriate consent)

### **Our legal basis for using this data**

The school processes pupil and parent data to meet the statutory obligation to provide education to the pupil in a safe environment. The legal basis for processing parent and pupil data is detailed below:

**Legal Obligation** – school admission, sharing data with the DfE and the Local Authority, special educational needs and keeping children safe in education.

**Public Task** – sharing of data with other schools in support of education and transition, monitoring of attendance and behaviour, use of online learning applications and tools to support the administration of the school and the learning of pupils, use of CCTV to protect parents and pupils.

**Consent** – where another legal basis is not already in place, such as school photographs, video and audio recordings, healthcare plans and the external sharing of personal information. Consent is gathered from parents and can be withdrawn at any time.

**Legitimate Interest** – such as contact with parents to provide important information, the gathering of financial information to provide appropriate catering and activities.

### **Collecting this information**

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

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

### **How we store this data and how long it is held**

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.

The school uses the IRMS Information Management Society's Academy toolkit to provide guidance on how long we must keep information about individuals.

### **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 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)
- Your family and representatives
- Educators and examining bodies
- Our regulator e.g. Ofsted
- Suppliers and service providers – so that they can provide the services we have contracted them for (e.g. Catering, photographers, trips)
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- schools that you may attend after leaving us
- schools in the Academy Trust
- The Diocese

### **Pupils reaching the age of 13yrs**

Once our pupils reach the age of 13, we also pass pupil information 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

The information shared is limited to the pupil's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

We will also share certain 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

## **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.

## **Transferring data internationally**

Where we share data with an organisation that is based outside the UK or European Economic Area, we will do so in accordance with data protection law.

## **Your rights**

### **a. 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 'Individual Rights Request' (also known as 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 be able to:

- Give you a description of the information
- Tell you why we are holding and using it, and how long we will keep it for
- Identify where we got it from, if not from you or your parents
- Identify who it may be shared with
- Give you a copy of the information, subject to any legal restrictions

## **b. Your other rights over your data**

The other rights allow individuals to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- have inaccurate personal data rectified
- to restrict or erase information that no longer has a legal basis to be held

In some circumstances, where a legal reason exists, the school may decline a request by an individual about their data. In this case an explanation will be provided as to why the school is unable to support the request.

### **Data Protection Officer**

The Trust has appointed an independent Data Protection Officer as its DPO.

The Data Protection Officer is Roger Simmons and may be contacted via email at [rsimmonsltd@gmail.com](mailto:rsimmonsltd@gmail.com) and via telephone on 07704 838512.

However, please contact the Trust in the first instance if you have a query regarding this Privacy Notice or how your information is used.

Trust contact email: [info@xaviercet.org.uk](mailto:info@xaviercet.org.uk)

**Further information about the Principles of GDPR, the Rights of Individuals and the legal basis for processing data is available in the Trust's Data Protection and Information Security Policy.**

### **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 have done something wrong.

If you wish to make a complaint then please consult the complaints policy which can be found on the Trust's website [Complaints policy](#).

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
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF