

ALL HALLOWS CATHOLIC SCHOOL PRIVACY NOTICE FOR STUDENTS & PARENTS

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

All Hallows Catholic School collects, uses and is responsible for certain personal student data. Student data is collected and used under the Education Act 1996. The EU general data protection regulation 2016/679 (GDPR) took effect May 25 2018 including Article 6 'lawfulness of processing' and Article 9 'processing of special categories of personal data'. Our Data Protection Officer is Mrs Caroline Antrobus.

THE PERSONAL INFORMATION WE COLLECT AND USE

Information collected by us

In the course of providing education to students in our school we collect the following personal information:

- Personal information (such as name, address, contact details, unique pupil number)
- Characteristics (such as ethnicity, language, gender, nationality, religion, free school meal eligibility, SEN requirements, disability, safeguarding requirements)
- Attendance information (such as sessions attended, number of absences, absence reasons)
- Relevant medical information

Why we collect and use your personal information

We use your student data to:

- support student learning
- monitor and report on student progress
- provide appropriate pastoral care
- assess the quality of our services
- meet statutory duties for Department of Education (DfE) data collections
- enable communication between All Hallows and parents / guardians of students
- comply with the law regarding data sharing

How we collect your personal data

We collect personal data from:

- you directly
- previous educational settings
- external agencies (Local Authority, DfE, medical practitioners)

How long your personal data will be kept

We hold personal data until the student is 25 years old.

Who we share your personal information with

We routinely share student information with;

- Educational settings that the students attend after us
- Surrey Local Authority
- The DfE
- All Hallows Student Services (for medical purposes)
- External Health Providers (for immunisation and statutory Student Health Monitoring services)
- Contractors providing extra activities or clubs
- External education resource providers to allow students access to extra resources (e.g. online text resources, online learning platforms)
- Youth support services (e.g. work experience, careers advisors, counselling services)

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

We share student data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with Surrey Local Authority and the DfE under section 3 of The Education (Information About Individual Pupils)(England) Regulations 2013.

To find out more about the data collection requirements placed on us by the DfE go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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The **National Pupil Database (NDP)** is owned and managed by the DfE and contains information about students in schools in England. To find out more about the NDP go to <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts>.

Requesting Access to Your Personal Data

Under data protection legislation, parents and students 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 admin@allhallows.net.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent 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
- Claim compensation for damages caused by a breach of the Data Protection regulations

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

Who to Contact and Where to go for Further Information

Please contact Mrs Caroline Antrobus, Data Protection Officer to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.