

Privacy Notice

St Mary's and Our Lady of Grace Catholic Academies

Our Vision

"Many Hearts, One Accord"

"Do whatever He tells you"

We are the many hearts that follow Jesus, the one accord.

"Through the strength of God's love and the power of prayer we are guided to do whatever He tells us. Many hearts, one accord, growing and learning together for life to build the kingdom of God."

(School Mission Statement)



PRIVACY NOTICE

This privacy notice tells you what to expect when St Mary's Catholic Academy or Our Lady of Grace Catholic Academy collects personal information about you. Under the General Data Protection Regulations (GDPR) we are required to inform you of the information we hold about you, what we use it for, who we share it with, and for how long we keep it for.

It applies to;

- Existing, potential and past students and their parents/ carers
- Job applicants, employees and former employees (including agency/ temporary workers, contractors, volunteers and work experience candidates)
- People who make complaints or enquiries
- Visitors to the Academy
- Suppliers/Customers

The Data Controller

Our academies process personal data relating to parents, pupils, staff, governors, visitors and others, and therefore is a data controller.

St Mary's Catholic Academy and Our Lady of Grace Catholic Academy are registered as data controllers with the ICO and will renew this registration annually, or as otherwise legally required.

Existing, potential and past students and their parents/ carers and Visitors to the Academy

We may process personal information obtained from you or other organisations to;

- Support pupils teaching and learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Improve the way we do things and assist in staff training
- Monitor and record communications between us

We may disclose your information to third parties, for example; the Local Authority, ESFA and the Qualifications and Curriculum Authority (QCA). We may also share your information with organisations for the prevention and detection of crime or for legal and/ or regulatory purposes.

Our privacy notice and data protection responsibilities will be explained to you when your child becomes a pupil at St Mary's Catholic Academy or Our Lady of Grace Catholic Academy. Our privacy notice is also available in hard copy at any time on request. Please contact the relevant academy office.

Job applicants, current and former employees (including agency/ temporary workers, contractors, volunteers and work experience candidates)

When you apply to work for us we will use your personal information to process your application, monitor recruitment statistics and fulfil any legal or statutory obligations we have as an employer. We may disclose your information to a third party in order to obtain a reference, obtain a "disclosure" from the Disclosure and Barring Service (formally known as the Criminal Records Bureau). We may also share your information with law enforcement agencies for the prevention and detection of crime.

Information about unsuccessful candidates may be held for 12 months after the recruitment campaign has been completed, after which, it will be destroyed or deleted.

We compile files for all of our employees and these files contain information relating to your employment. This file will be kept secure in a locked cabinet and will only be used for purposes directly related to your employment. When you leave our employment the file will be retained in accordance with current legislation.

Suppliers/Customers

We use your data, business and personal information in the following ways:

- To make payments and provide services you have requested such as to facilitate payments, send administrative correspondence, remittances and emails.
- To contact you in the event of a change that affects payments to you or any data, business or personal information you have provided us with, such as changes to payment terms or this privacy policy.
- For our business purposes, such as data analysis, audits, security and fraud monitoring and prevention, benchmarking and statutory returns to the ESFA and DfE.

The business/personal information we will collect includes:

- Your company name
- Company Email address
- Company Postal address
- Company Telephone number(s)
- Company bank account number, name and sort code (solely for processing direct debit and BACs payments)
- VAT Numbers

- **Categories of information processed for pupils and staff across the collegiate**
- Admissions
- Attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Attendance (number of absences and reason for both pupils and staff)
- Behaviour (exclusions, alternative provision information)
- Special educational needs (including the needs and ranking)
- Catering and free school meal management
- Trips and activities
- Medical information and administration
- Safeguarding
- Information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- Personal identifiers, contacts and pupil characteristics (name, contact details, address)
- Characteristics information (such as gender, age, ethnic group)
- Identity management/authentication
- Staff contract information (hours worked, job role & salary information)
- Qualifications
- Governance details (role, start date/end date)

Please note this list is not exhaustive and further details are held within the data asset registers.

Why we collect and use pupil, workforce and governance information

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid

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

a) to meet the statutory duties placed upon us

Our lawful basis for using the data

The collegiate collect and use pupil information under Article 6 GDPR (1) e 'Public Task' <https://gdpr-info.eu/art-6-gdpr/>. This is because we need to process personal data in order to:

- Carry out a task in the public interest
- Exercise our official authority
- Fulfil a contract we have entered into with you
- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Article 6(1)(f) 'Legitimate interests' <https://gdpr-info.eu/art-6-gdpr/>. This gives us a lawful basis for processing where:

- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child."

How we store this data

We keep personal information about pupils while they are attending any academy within the collegiate. We may also keep it beyond their attendance if this is necessary in order to comply with our legal obligations.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to the employment. Once the employment with us has ended, we will retain this file and delete the information in it in accordance with our Record Retention Policy.

The collegiate uses the Information and Records Management Society's toolkit, which sets out how long we keep information about pupils, staff and governors: <https://irms.org.uk/page/SchoolsToolkit>

Data Sharing

We do not share personal or business information about you with anyone outside the academy without permission from you, your parents/carers or the company unless the law and our policies 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;

- The Newman Catholic Collegiate
- The local authority – to meet our legal obligations e.g. safeguarding
- The Department for Education
- Educators and examining bodies
- Our regulator, e.g. Ofsted
- Suppliers and service providers
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Charities and voluntary organisations
- Police forces, courts, tribunals

Local authorities, the Department for Education (DfE), and agencies that are prescribed by law, such as Ofsted and the Department of Health (DH) are all data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

People who make complaints or enquiries

We may process your information to;

- Resolve your complaint or enquiry
- Improve our customer service and staff training
- Monitor or record communications between us

We may disclose your information to third parties for legal and regulatory purposes.

Your rights under the Data Protection Act 1998

You can find out if we hold personal information about you by requesting a “Subject Access Request” under the Data Protection Act 1998. Your request should be in writing and sent to the address below.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Our **Data Protection Policy, Information Security Policy and Freedom of Information Policy** explain in more detail how we process your information (collection, storage and disposal) as well as how you can access your data (subject access request/Freedom of Information Request) or request amendment or deletion. Please contact us if you require any more information.

How to contact us

If you require further information about this notice you can contact us in the following ways;

Writing:

Mrs K Davies, 83 Little Chell Lane, Tunstall, Stoke on Trent, ST6 6LZ

Telephone: 01782 821995

Email: finance@newmancc.co.uk

Please note that whilst every endeavour will be made to respond to requests promptly and within the timescales in force under the GDPR, in some cases there may be a slight delay due to academy shut down (holiday) periods.

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

In order to keep this privacy notice up-to-date, we may amend it from time to time. When we do, we will revise the date at the bottom of the page. If there are any significant changes in the way we treat your personal information we will contact you and we will place a prominent notice on our website.