



Under data protection law, individuals have a right to be informed about how the Trust/school 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 individuals we employ, or otherwise engage, to work at our schools and is applicable to all employees of the St Thomas Catholic Academies Trust (the 'Trust') and the schools included within the Trust.

The Trust (c/o St Martin de Porres Catholic Primary School, Pastures Way, Luton, LU4 0PF) is the data controller for the purpose of data protection law.

The Data Protection Officer ('DPO') can be contacted via mgilmartin@stcat.co.uk; 01582 361601 (postal address: c/o St Martin De Porres Catholic Primary School, Pastures Way, Luton, LU4 0PF).

Terms used

"Trust" includes the Board of Directors and all schools, Local Academy Committees and employees within the St Thomas Catholic Academies Trust.

"Parent" includes the natural or adoptive parent of a pupil, irrespective of whether they are or ever have been married, whether they are separated or divorced, whether the pupil lives with them, whether the father has parental responsibility for the pupil or whether they have contact with the pupil. "Parent" will also include a non-parent who has parental responsibility for a pupil, an adult non-parent with whom the pupil lives, and an adult who is involved in the day-to-day care of the pupil (for example, collecting or dropping off the pupil from school).

Any reference to a "pupil" will also include a prospective or former pupil of the School.

"Consent" of the data subject means: "any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her".

Any reference to "your" includes both parent and pupil.

What is your personal data?

Personal data is information that identifies you as an individual and relates to you. This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

Who processes your information?

The schools within the Trust are data controllers of the personal information you ("parent" or "pupil") provide to us. This means the schools determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

Where the schools outsource data to a third party processor, the same data protection standards that the schools uphold are imposed on the processor. This may include passing limited data to online service e.g. curriculum content and online backup.

Why do we collect and use your information?

The school holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA, DfE and/or the Learning Records Service. We collect and use personal data in order to meet legal requirements and legitimate interests set out in UK law.

We only collect and use your information when the law allows us to. Mostly 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 your 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 process your 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 grounds listed above for collecting and using personal data overlap and there may be several grounds which justify our use of the data.

In accordance, with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

Which data is collected?

The categories of information that the schools collect, hold and share include the following:

Pupils:

- Personal Information – e.g. names, phone numbers and addresses, unique pupil number, emergency contacts
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Safeguarding information – such as court orders and professional involvement
- Attendance information – e.g. number of absences and absence reasons
- Assessment and attainment information – e.g. key stage 1 and phonics results, post 16 courses enrolled for, national curriculum assessment results
- Relevant medical information – e.g. doctors information, child health, allergies, medication and dietary requirements
- Information relating to SEND – including the needs and ranking and professional involvement
- Behavioural information – e.g. number of temporary exclusions and any relevant alternative provision put in place
- Biometric data – e.g. cashless catering system in school
- Information relating to Pupil Premium and looked after children

- Photographs and videos/audio recordings including CCTV
- Information relating to school activities and trips

Parents:

- Personal Information – e.g. names, phone numbers, addresses, work history, any relevant legal information
- Photographs and videos/audio recordings including CCTV

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a unique learner number (ULN) and may also give us details about your learning or qualifications.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary bases. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. Where there is no lawful basis applicable, your child's school will ask for the consent of the parent – e.g. if the school wish to use photos on their website or on social media to promote school activities.

If you wish to withdraw your consent for any reason, you should contact your child's school office. No data about pupils and their families is shared with anyone without consent unless the law allows us to do so.

How long is your data stored for?

Personal data relating to pupils at the schools and their families is stored in line with the school's Retention Policy found on each school website.

In accordance with UK law, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will information be shared?

We do not share information about pupils with any third party without consent unless the law and our policies allows us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils 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 - so that we can provide an effective education for all pupils
- The pupil's family and representatives - so that they are aware of how their child is getting on in school
- Educators and examining bodies - so that we may ensure pupils have the appropriate opportunities to improve their learning
- Our regulator (the organisation or "watchdog" that supervises us), - so that we can ensure our schools provide an effective education for all pupils
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations - so that we can manage the finances of the schools
- Central and local government - so that they can provide support services for our schools
- Our auditors - so that they can ensure our finances are managed appropriately
- Survey and research organisations - so that they can provide information about how our schools perform their duties
- Health authorities - to ensure that all pupils have access to appropriate immunisations and health services

- Security organisations - to ensure that our schools are kept safe and secure
- Health and social welfare organisations - to ensure the health and social welfare of our pupils
- Professional advisers and consultants - to advise us on the best way to ensure the effective education of our pupils
- Charities and voluntary organisations - to provide support for such organisations as agreed by the schools
- Police forces, courts, tribunals - as requested legally
- Professional bodies - so that the schools can provide the best education for pupils

For pupils who are at least the age of 13 or over, the law requires us to pass on certain information about them to:

- (Luton schools): Luton Borough Council, Support, Challenge and Intervention team; or
- (Slough schools): Adviza
- (Bucks schools): Youth Support Services

who have responsibilities in relation to the careers guidance, education or training of 13 – 19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

Requesting access to your personal data

Under data protection legislation, 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 the Trusts' DPO by email (mgilmartin@stcat.co.uk) or by post to STCAT DPO c/o St Martin de Porres Catholic Primary School, Pastures Way, Luton, LU4 0PF.

You also have the right to:

- Be informed about how the School uses your personal data.
- Request access to the personal data that the School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

If you have a concern about the way the school is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113 Monday – Friday 9am – 5pm.

Timeline for response to access requests

We will provide the requested information to access requests within one month. In certain circumstances, this time limit can be extended by a further two months. Specifically, with regard to exam assessment data, results etc, we will respond: within 5 months of receiving the request; or within 40 days of announcing final exam results.

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, in the first instance please contact the DPO. If you are unsatisfied with the response to your complaint, 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

Further information?

If you would like to find out more information about how we collect, use and store your personal data, please visit your School's website or contact the DPO (admin@stcat.co.uk; 01582 361601; c/o St Martin de Porres Catholic Primary School, Pastures Way, Luton, LU4 0PF).

M Gilmartin, Data Protection Officer
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