

**Privacy Notice (Parent/Carer information) – 2020/2021**

St Bede’s Catholic School and Sixth Form College collects and holds data on the parents/carers of pupils to provide them with information on attainment, progress, attendance and behaviour of the young person in their care. This contact information is an essential part of our business as it allows the academy to safeguard our young people. Some information collected will be used to make assessments on pupils’ eligibility for free school meals and bursaries.

**The categories of parent/carer information that we collect, process, hold and share include:**

* personal information (such as name, address, telephone number(s), email address)
* special categories of data (such as gender, age, ethnic group and disability information)
* bank details and financial information for bursary assessments

**Why we collect and use this information**

We use parent data to:

* share regular updates regarding pupil assessment, behaviour and attendance
* safeguard and provide duty of care to all stakeholders
* contact parents/carers in medical emergencies or other incidents
* assess pupil eligibility for free school meals and bursaries
* administer admissions

**The lawful basis on which we process this information**

We collect and use parent/carer information under GDPR (Article 6(1), where it is necessary for compliance with a legal obligation and that the data subject has given consent to the processing of his or her personal data for one or more specific purposes. Under Article 9(2) of the GDPR, parent/carer personal data will only be processed for the purposes of carrying out our obligations in safeguarding our young people.

**Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain parent/carer information or if you have a choice in this.

**Storing information**

The security of data is important to us. We therefore follow a range of security policies and procedures that have been shared by all key staff to control and safeguard the individual. This includes the use of both physical and technical security mechanisms to secure the integrity of all data held on site. We hold parent/carer data for six years following the end of the pupil’s education in Year 11. SEN and child protection data is held until a pupil is 25 years old.

**Who we share this information with**

We routinely share this information with:

* Bishop Wilkinson Catholic Education Trust

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| * Other education establishments and alternative providers
 | * Police service
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| * Child Health service
 | * Education psychologists
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| * DfE and local authority services
 | * One Point Service
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More specifically:

* **Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions**
* **The Department for Education - to meet our legal obligations to share certain information with it such as performance data.**
* **The pupil’s family and representatives - to meet our legal obligations for attendance, educational assessments, and general welfare of the child.**
* **Educators and examining bodies – to meet any legal obligations and ensure the best education requirements for the pupil.**
* **Our regulator e.g. Ofsted, - to comply with legal requirements.**
* **Suppliers and service providers – to enable them to provide the service we have contracted them for.**
* **Financial organisations – to ensure best financial practice by school, pay for buses, educational visits.**
* **Central and local government – to meet our legal obligations to share certain information with it, such as safeguarding concerns, attendance, and exclusions.**
* **Our Trust auditors – to ensure the correct financial procedures are being adhered to and all monies accounted for.**
* **Survey and research organisations – to meet with any legal requests and improve general education and welfare of children.**
* **Health authorities and social welfare organisations, including third parties commissioned by the school to undertake safeguarding roles– to ensure the wellbeing and good health of all our children.**
* **Professional advisers and consultants, including third party service providers – to ensure the best education and wellbeing of the pupil is provided.**
* **Charities and voluntary organisations – to enable the children to value their own families and friends and be aware of and have the opportunity to help those less fortunate**
* **Police forces, courts, tribunals – to meet legal requirements requested and ensure the health and safety of our pupils is provided – on receipt of official legal request.**
* **Professional bodies – to meet legal requirements requested and ensure the best all round education as possible ie: sporting coaches, and music coaches (Durham Music Service).**

**Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils’ data with the Department for Education (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 pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

**Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, withdraw your consent, or be given access to your child’s educational record, contact **Ian Merrington, Director of Academy Services.**

**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, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner’s Office

* Report a concern online : <https://ico.org.uk/concerns>

**Further information**

If you would like to discuss anything in this privacy notice, please contact :

**Ian Merrington, Director of Academy Services**