

ST AMBROSE PREPARATORY SCHOOL



PRIVACY NOTICE FOR PARENTS/CARERS

Reviewed: 2023

This policy has been written in consultation with staff and governors of St. Ambrose Preparatory School and with due regard to the school's mission statement:

At St Ambrose we aim to provide an independent Catholic education for boys and girls of all faiths aged 3 to 11; St Ambrose is an inclusive school where the Gospel teachings and our school values are at the centre of everything that happens in our school family. At St Ambrose we strive to develop happy, fulfilled, well educated, confident and caring children who know and understand the love, joy and peace of Jesus; and to show our Faith by the way we live, showing care and consideration for each other, those around us and the environment.

Our Vision

Our Vision is to be an exemplar Edmund Rice School, with an enviable reputation amongst our peers, both as an organisation and for the services and facilities we provide, making us first choice for parents and pupils in our geographic area.

Our Ethos & Values

At St Ambrose we provide a Catholic school community in which pupils feel welcome, safe, recognised for their individuality – supported by a community of love, and affection. We strive to live the Gospel in all aspects of school life and policy, following Blessed Edmund's footsteps.

Privacy Notice for Parents/Carers – Use of Your Child’s Personal Data

Under GDPR and the data protection laws, individuals have a right to be informed about how the 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 **pupils** and what we do with that information. It also explains the decisions that you can make about your own information.

We, St Ambrose Preparatory School are the ‘data controller’ for the purposes of data protection law. This means that the school determines the purposes for which and the manner in which personal data relating to pupils and their families is processed. In some cases, your data will be outsourced to a third-party processor this may be done because we have a legal reason to do so or because you have given your consent for us to do so. Where we outsource data to a third-party processor, they will be subject to the same data protection standards as ourselves. A list of our third-party processors is available from the school secretary they include Parent mail. Mathletics, Tapestry and SIMs.

Personal information 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.

The Personal Data We Hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal details, contact details, contact preferences, family, details, date of birth, identification documents
- Admissions, and attendance information
- CCTV images captured in school
- Details of any support received, including care packages, plans and support providers
- Exclusion information
- Files, messages, documents and artwork your child has produced

- Photographs
- Pupil and curricular records including academic progress and behaviour management
- Records of discussions with members of staff
- Records of your child's use of school IT systems
- Results of internal assessments and externally set tests
- Safeguarding information
- Trips and Visits and extracurricular activities

Special category data that we collect and use includes:

- Information about health conditions
- Information about sickness related absences
- Information about ethnic origin We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why We Use This Data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation such as providing information to the Education Department
- We need it to perform an official task in the public interest such as maintaining attendance records

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way such as for using photographs in displays and newsletters
- We need to protect the individual's vital interests (or someone else's interests) for example to provide details to the emergency services

Where we have obtained consent to use pupils' 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. Any use of your information before you withdraw your consent remains valid. Please speak to the Head teacher if you would like to withdraw any consent given.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting This Information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How We Store This Data

We keep personal information about pupils while they are attending our school. In exceptional circumstances we may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Data Protection Policy sets out how long we keep information about pupils.

We may keep some information so that we can respond to future legitimate enquiries concerning your child's attendance. Therefore, we retain a full copy of your child's record until their 25th birthday. After this we will dispose of all the records securely.

Some other personal data is kept for different lengths of time. For example;

- Records of admission are kept permanently. We do this as pupils often ask us to confirm the dates they attended St Ambrose Preparatory School
- Detailed information about daily attendance is kept for three years
- Information about school fees is kept for the current year and 6 years afterwards

If you'd like to know how long we keep a specific piece of personal data, please contact our Head teacher whose details can be found at the end of this Privacy Notice.

Digital images obtained on a consent basis may be retained until such time as we change our marketing material.

Data Sharing

At times we may share your personal data with other organisations and people. We will only do this when we are legally required to do so or when our policies allow us to. Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

We may share personal information about pupils with:

- Secondary and primary schools that the pupil attends after leaving us
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The NHS and Health authorities
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator [specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate]
- Suppliers and service providers – to enable them to provide a service we have contracted for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations

- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring Data Internationally

We do not routinely transfer data internationally. Where we are asked by parents to transfer personal data to a country or territory outside the European Economic Area for example when a child moves overseas, we will do so in accordance with data protection law.

Parents and Pupils' Rights Regarding Personal Data

You have different rights depending on the legal basis of the information we are using. To exercise any of these rights, please contact our data protection officer.

If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Head teacher.

The other rights you have with regard to personal data are:

- **The right to be informed** - if you ask us, we must tell you if we are collecting or using your personal data.

- **The right of access to your personal data.** You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries which do not fall under the requirements of the GDPR. We will provide this provide it in an electronic format that you can give to someone else if required.

- o Please note that some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

- o To give you access to your personal data we will need to collect details of what you want and prove that you are entitled to receive this information.

- **The right to ask us to correct inaccurate personal data.** You may ask us to correct information or ask us to stop using it or to object to us using it.

- **The right to ask for erasure.** For some data you may have the right to ask us to erase it,

- For some personal data that is subjected to automated decision making then you have the right to object to this and request that a person is involved in the process.

You will be given full details of your rights if you request access to your personal data or you can ask the DPO. All requests should be addressed in the first instance to the Head teacher.

Subject Access Requests

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Where pupils have left

us and are over 13, we will not release their data to a parent/carers without their express permission.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

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 at <https://ico.org.uk/make-a-complaint/> • Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the Head Teacher, St Ambrose Preparatory School on s.heron@stambroseprep.co.uk