



Saint Ambrose College

Privacy Policy

To be reviewed
April 2019

Privacy Policy

St Ambrose College collects pupil data and personal information in many forms and is the controller of such information. This means that the College 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; however, this will only be done with your consent, unless the law requires the College to share your data. Where the College outsources data to a third party processor they will be subject to the same data protection standards as St Ambrose College.

This policy is to help you understand how and why we collect personal information about you or your son and what we do with that information. It also explains the decisions that you can make about your own information.

What is Personal Information?

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.

Why does the College collect and use Personal Information?

Within the College we use pupil data:

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

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Assessment information
- Relevant medical information
- Special educational needs information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Post 16 learning information
- Exclusions
- behavioural information

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The Lawful Basis on which we use and Process this Information

We collect and use pupil information under the Education Act 1996 and the EU General Data Protection Regulations 2016/679 (GDPR) including Article 6 “Lawfulness of Processing” and Article 9 “processing of special categories of personal data. Pupil information is processed under the following categories:

Legitimate Interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The College relies on legitimate interests for most of the ways in which it uses your information. Specifically, the College has a legitimate interest in:

- Providing educational services to your child;
- Safeguarding and promoting the welfare of your child (and other children);
- Promoting the objects and interests of the College. This includes fundraising. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid trip fees are due;
- Facilitating the efficient operation of the College; and
- Ensuring that all relevant legal obligations of the College are complied with.

In addition your personal information may be processed for the legitimate interests of others. If you object to us using your information where we are relying on our legitimate interests as explained above please speak to the Principal.

Necessary for a Contract

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legal Obligation

Where the College needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital Interests

For example, to prevent someone from being seriously harmed or killed.

Public Interest

The College considers that it is acting in the public interest when providing education to your son.

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Special Categories of Personal Information

The College must also comply with an additional condition where it processes special categories of personal information. These special categories are: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

Substantial Public Interest

The processing is necessary for reasons of substantial public interest.

Vital Interests

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal Claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical Purposes

This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to the Principal if you would like to withdraw any consent given.

Collecting Pupil Information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing Pupil Data

We hold pupil data for the duration of your child's time in the College thereafter the data that we no longer require will be deleted or destroyed. There are some circumstances in which we may need to keep your data beyond the date on which your child leaves the college for example:

- We store individual copies of public exam results for the purpose of providing references or to replace lost certificates should your child require this information in later life.
- We may also keep some information so that we can respond to future legitimate enquiries concerning your child's attendance at the College and digital images may be retained until such time as we change our marketing material.

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In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Who we Share Pupil Information with

We routinely share pupil information with:

- Schools, colleges and universities that the pupil's attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- the NHS
- School Nurse
- Active Learning Practice for Schools (ALPS)
- Youth Support Services
- Careers Advisors

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.

Data Collection Requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools> .

Youth Support Services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

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Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> .

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required

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- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> .

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

To contact DfE: <https://www.gov.uk/contact-dfe>

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 our Data Protection Officer (details below) or the College Principal.

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/> .

Contact

If you would like to discuss anything in this privacy notice, please contact Mrs Samantha Alford the College's Data Protection Officer on 0161 980 2711 (MrsSAlford@st-ambrosecollege.org.uk).