



Privacy Notice

for ACT and the following Academies:

Our Lady of Lourdes Catholic Primary School
Sacred Heart Catholic Primary School
St Helen's Catholic Primary School
Holy Family Catholic Primary School
St Teresa's Catholic Primary School
St Joseph's Catholic Primary School
St George's Catholic Primary School
Our Lady of Ransom Catholic Primary School
St Thomas More High School

This Privacy Notice has been approved and adopted by the Assisi Catholic Trust in September 2021 and will be reviewed in September 2024.

Committee Responsible: Audit and Risk Committee

Assisi Catholic Trust Mission Statement

Our mission is to inspire the children in our care and that our schools place Christ and the teaching of the Catholic Church at the centre of all we do. We believe that every child has a right to educational excellence and we are committed in partnership to ensure this happens.

Motto

'Start doing what is necessary, then do what's possible and suddenly you are doing the impossible'

Privacy Notice

Where this Privacy Notice states 'Schools' it shall mean all the Academies in the Assisi Catholic Trust.

In this privacy notice 'we', 'us' and 'our' means the Assisi Catholic Trust.

This privacy notice tells you what to expect us to do with your personal information when you provide us with information about you, your child or other family members.

The Trust and each Academy are the data controllers of the personal information we process, unless otherwise stated. This means the Trust and each Academy determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

The Trust's Data Protection Officer will oversee and monitor our data protection governance and ensure we remain compliant with the UK General Data Protection Regulation and Data Protection Act 2018. The data protection officer can be contacted via email dpo@assiscatholictrust.com

What is personal information?

Personal information can be any information relating to a living person who can be directly or indirectly identified by reference to an identifier. A personal identifier includes your name, location, online identifier and identification numbers.

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

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Information relating to Special educational needs (SEND) (such as EHCP's, applications for support, care or support plans)
- Safeguarding information (such as court orders and professional involvement)
- Exclusion information
- Behavioural information – e.g. number of temporary exclusions
- Photographs (for internal safeguarding and security purposes, school newsletters, social media (including the School Facebook page, Twitter etc) and for promotional purposes. (If you should have any concerns with the way we use your child's photo please contact the school)
- CCTV images
- Payment details

What is ‘Special Category’ personal information?

Some information is ‘special’ and needs more protection due to its sensitivity. It’s often information you would not want widely known and is very personal to you. This is likely to include anything that can reveal your:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data

Why we collect and use your information

The personal data collected is essential to help us fulfil our official functions and comply with our legal requirements. We collect and use the pupil data:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral and medical care
- to assess the quality of our services
- to safeguard pupils
- for research purposes
- to inform you about events and other things happening in the School
- to comply with the law regarding data sharing

The lawful basis on which we use this information

The Trust and each Academy 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, Local Authority and/or Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and Data Protection Act 2018.

Generally, we collect and use personal information where:

- you have given consent
- you have entered into a contract with us
- it’s necessary to perform our statutory duties
- it’s necessary to protect someone in an emergency
- it’s required by law (e.g Education Act 1996)
- It’s necessary for legal cases

- It's necessary for archiving, research or statistical purposes

Whilst the majority of the personal data you provide is mandatory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, we 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.

In circumstances where we have consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, contact our data protection officer at dpo@assiscatholictrust.com

How long is your data stored for?

We hold data relating to pupils and their families in line with our data retention policy and in compliance with the GDPR and Data Protection Act 2018. We will not keep your personal data for any longer than is necessary. Please refer to our record retention and deletion policy for more information.

Who we share pupil information with?

We are required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. We are required by law to provide information about the Academies pupils to the DfE as part of statutory data collections, such as the trust and each academy census; some of this information is then stored in the NPD. The DfE may share information about the trust's and academies pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained. To contact DfE click [here](#)

We may also routinely share pupil information with:

- Schools that the pupil's attend after leaving us and schools within our Trust
- Our local authority including commissioned providers of local authority services
- The Diocese of Brentwood
- The Department for Education (DfE)
- The National Health Service (NHS)
- The School Nurse
- Ofsted

- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- The School auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

We do not share information about pupils and/or their families with anyone without consent unless the law and our policies allow us to do so.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Youth support services

Pupils aged 13+

Once the pupils reach the age of 13, we also pass pupil information to the 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.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with the 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 the local authority website at www.essex.gov.uk

Your Rights

Your right of access

You have the right to ask us for copies of your personal information. This right always applies and is commonly known as making a 'subject access request'. There are some exemptions, which means you may not always receive all the information we process, for example, if information is likely to cause serious harm to the physical or mental health or condition of you or any other person.

Information relating to or provided by a third person who has not consented to the disclosure, including images removed or obscured may not be disclosed. If we can't give you some or any of the information, we will tell you why.

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

To make a request for your personal information, or be given access to your child's educational record, please contact our Data Protection Officer by email, dpo@assiscatholictrust.com clearly stating:

- Your name and contact details
- The Information you want
- Any details or relevant dates that will help us process your request.

You also have the right to:

- object to processing of personal data in some circumstances.
- 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 Regulation

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our websites in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Further information on deleting and controlling cookies can be found at:

- www.aboutcookies.org
- www.allaboutcookies.org

Contact

If you have any queries about how your personal information is handled contact the Trust's Data Protection Officer at dpo@assiscatholictrust.com

Complaints

We take any complaints about the Trust and any of our Academy's 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 the Trust's Data Protection Officer in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern [online](#)
- Call 0303 123 1113
- Or write to: Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF