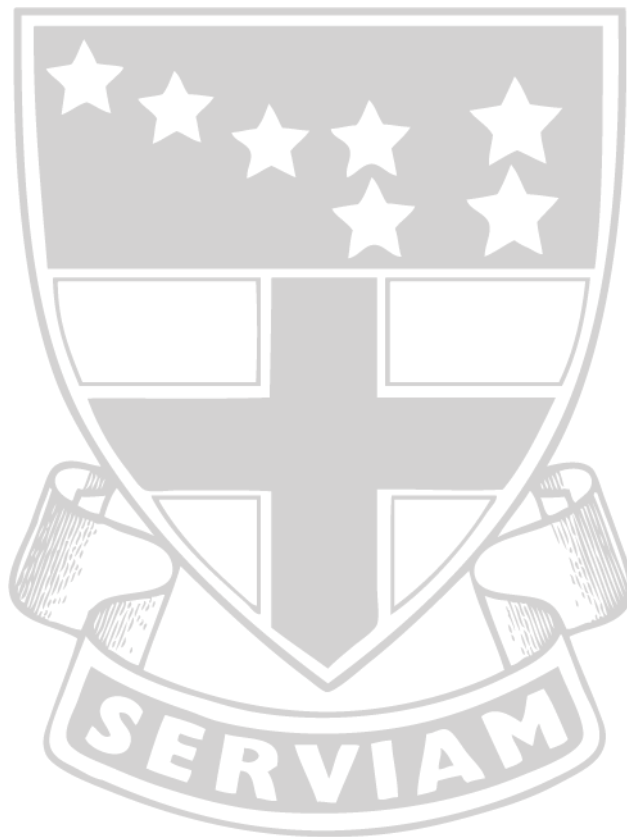


PARENT & PUPIL PRIVACY NOTICE



Appendix 3 - St Angela's Ursuline School – Parent, Carer & Pupil Privacy Notice

St Angela's collects and processes personal data relating to the pupils it serves. St Angela's is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations and compliance with data protection legislation (GDPR).

What information does St Angela's collect?

St Angela's Ursuline School, St Georges Road, Forest Gate, E7 8HU is the 'Data Controller' and as such stores information provided by you. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

St Angela's collects and processes a range of information about yourself and pupils.

This may include:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Date of birth
- Gender
- Nationality
- Parental/Guardian contact details emergency contact information
- Dietary Information
- Medical information
- Ethnic/Cultural information
- Additional language information
- Religious observance details
- Free School Meal entitlement
- Previous school history
- Welfare information
- Special Educational Needs information
- Biometric information
- CCTV images
- Photographs recorded for numerous purposes (for example newsletter pictures etc...)

St Angela's collects this information in numerous ways, the majority by secure electronic transfer (CTF) from feeder primary schools and other pieces as time goes by. For example, data is collected from forms completed by you when your daughter/son (6th form) joins the school; from correspondence with you; or through interviews, meetings or other methods.

Data is stored in a range of different places, but the majority is stored within the schools information system (SIMS) and also in the pupils own electronic file. Information may also be held in other secure locations.

Why does St Angela's process personal data?

St Angela's needs to process data in order to ensure we meet our educational and safeguarding obligations. We will not hold information that we do not need to this end.

In some cases, the school needs to process data to ensure that it is complying with its legal obligations to students and to ensure that pupil's needs are being met. For example, the school will analyse the progress being made by key groups of pupils as they move through the school.

Who has access to data?

In any school information that is not sensitive is shared between staff, usually via the schools information systems (SIMS). More sensitive information is only shared with staff on a 'need to know' basis.

Sometimes information is shared with external agencies electronically via secure electronic means. Only information that relates to educational purposes is shared, and never the more personal information. The school uses various systems for management purposes. Otherwise the school would never share personal information with any third party and would certainly never transfer your data to countries outside the European Economic Area, regardless of the current or future status of the UK within the European Union.

How does St Angela's protect data?

The school takes the security of your data seriously. The school has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the school engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement the appropriate technical measures to ensure the security of data.

For how long does St Angela's keep data?

The periods for which data is held after a pupil leaves are kept in accordance with St Angela's Data Protection Retention Schedule, a copy of which can be found on our website. We would certainly never keep information longer than we would need.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the school to change incorrect or incomplete data;
- require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing;
- ask the school to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the school's legitimate grounds for processing data; and
- In certain instances, request that your personal data be deleted or rectified.

If you believe that the school has not complied with your data protection rights, you can complain to the Information Commissioner. <https://ico.org.uk/>

What if you do not provide personal data?

If you do not provide information, this could hinder the school's ability to administer the rights and obligations arising from our role as educators. The school would only ever request the information that it needs, and would never hold on to information for longer than it has to.

Contact & Further Information

St Angela's has appointed Ms S Osun as the Data Protection Officer (DPO), the person with responsibility for data protection and compliance within the school.

You can contact the DPO if you wish to exercise any of your rights, have queries about this privacy notice, or requests for further information by email datamanager@stangelas-ursuline.co.uk

If you believe that the school has not complied with your data protection rights, you can complain to the Information Commissioner: <https://ico.org.uk/>