



Sacred Heart School

Privacy Notice (How we use pupil information)

The Sacred Heart School and Nursery (Sacred Heart School) is a school within the Arundel & Brighton Diocesan Trust, Registered Charity Number 252878.

The school takes its responsibilities as a data controller seriously and is committed to using the personal data we hold in accordance with the law.

The school collects and processes personal data about prospective, current and past pupils and their parents.

The categories of data that we collect and process include:

- names, addresses, telephone numbers, email addresses and other contact details
- characteristics (such as ethnicity and language)
- family details including siblings, those with parental responsibility and emergency contacts
- admission dates and attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- safeguarding information
- special educational needs
- medical and administration (such as GP information, child health, allergies, medication and dietary requirements)
- assessment and attainment (such as end of Key Stage results), references
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographic images (for displays, marketing purposes such as the school newsletter, website and in advertising)
- financial information
- trips and activities

As a school we need to process **special category personal data** (e.g. concerning health, ethnicity, religion). We do so in accordance with the law (GDPR Article 9) or by explicit consent.

Why we collect and use pupil information

The personal data we collect is essential, in order for the school to fulfil its functions (provide an education) and meet legal requirements. We collect and use pupil information for the following purposes:

- to inform the admissions process
- to support pupil learning: administration of the school curriculum; test administration; providing references and supporting appeals; behaviour and discipline; administration of sports fixtures and team lists; school trips; IT based learning.
- to monitor and report on pupil attainment and progress (how well you are doing) and provide any specific additional support
- to provide appropriate pastoral care
- to keep children safe (food allergies, medical details)
- to meet the statutory duties placed upon us for the preparation of information for the Independent Schools Inspectorate, DfE data collections and other Census requirements (CES, ISC)
- operational management: the compilation of pupil records; the administration of invoices, fees and statements
- marketing: through the school website, prospectus and other publications and communications which may include some social media channels as we develop our marketing strategy.
- Keeping in touch and fundraising

Under the General Data Protection Regulation (GDPR) the lawful bases that the school relies on for processing pupil information are related to

- Public Task (pupil learning, monitoring and reporting)
- Vital Interest (keeping children safe with regard to medical conditions and allergies)
- Legal Obligation (for Census information)

We keep in touch with parents and other members of the school community and may use your contact details to communicate with you about events of interest.

How we collect information

We collect most of the personal data we process about pupils directly from their parents. In some cases, we collect data from third parties, (for example: previous schools and nurseries) or from professionals or authorities working with the individual (with parents' consent).

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

How long we keep personal data

We retain personal data only for a legitimate and lawful reason and only for so long as necessary or required by law. We have adopted Record Retention Guidelines for this purpose.

Who we share pupil information with

In the course of school business, we share personal data (including special category personal data where appropriate) in the following ways

- with schools that pupils attend after leaving us
- with outside agencies (at your request for example when seeking assessments for speech and language, OT etc.)
- with third parties such as relevant authorities including East Sussex, the Local Children Safeguarding Board, DfE.

Some of our systems are provided by third parties ie hosted databases, school website, portal. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with our specific directions.

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We never sell personal data to other organisations.

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 admin@sacredheartwadhurst.org.uk or on 01892 783414

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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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:

- The Data Lead, Sacred Heart School, Mayfield Lane, Wadhurst TN5 6DQ