



St Alban Catholic Academies Trust

GDPR Privacy Notice

Terms Used

“Trust” includes the Board of Directors and all schools, Local governing Bodies and employees within the St Alban Catholic Academies Trust.

“Parent” includes the natural or adoptive parent of a pupil, irrespective of whether they are or ever have been married, whether they are separated or divorced, whether the pupil lives with them, whether the father has parental responsibility for the pupil or whether they have contact with the pupil.

“Parent” will also include a non-parent who has parental responsibility for a pupil, an adult non-parent with whom the pupil lives, and an adult who is involved in the day-to-day care of the pupil (for example, collecting or dropping off the pupil from school).

Any reference to a “pupil” will also include a prospective or former pupil of the School.

“Consent” of the data subject means: "any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her"

Any reference to “your” includes both parent and pupil.

What is your personal data?

Personal data 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.

Who processes your information?

The St Alban Catholic Academies Trust was founded in August 2015 and comprised of 3 schools, 2 primary and 1 secondary. Overtime the Trust has grown and comprises of 5 schools, 4 primary and 1 secondary. The Trust is governed by a board of Directors, the structure of the Trust can be found on any school website.

The following schools are academies within the St Alban Catholic Academies Trust:

- Cardinal Newman Catholic Secondary School;
- St Margaret of Scotland Catholic Primary School;
- St Martin De Porres Catholic Primary School;
- St Vincent’s Catholic Primary School; and
- St Mary’s Catholic Primary School.

Registered Company Number: 9660515

St Alban Catholic Academies Trust | Cardinal Newman Catholic School | Warden Hill Road | Luton | LU2 7AE Tel: 01582 597125



NB: The Trust may expand over time with additional schools joining, these schools will be subject to the current Trust GDPR Privacy Notice.

The schools within the Trust are data controllers of the personal information you (“parent” or “pupil”) provide to us. This means the schools determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

Where the schools outsource data to a third party processor, the same data protection standards that the Schools uphold are imposed on the processor. This may include passing limited data to online service e.g. curriculum content and online backup.

The Trust Secretary is the Data Protection Officer. Their role is to oversee and monitor the school’s data protection procedures, and ensure they are compliant with the GDPR. The data protection officer can be contacted by email, fcrowther@cardinalnewmanschool.net or by post addressed to SACAT Trust Secretary, C/O Cardinal Newman School, Warden Hill Road, Luton, LU2 7AE.

Why do we collect and use your information?

The School 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, LA, DfE and/or the Learning Records Service. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

In accordance, with the above, the personal data of pupils and their families is collected and used for the following reasons:

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

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.

Which data is collected?

The categories of information that the schools collect, hold and share include the following:

Pupils;

- Personal Information – e.g. names, phone numbers and addresses, unique pupil number, emergency contacts
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility

- Safeguarding information – such as court orders and professional involvement
- Attendance information – e.g. number of absences and absence reasons
- Assessment and attainment information – e.g. key stage 1 and phonics results, post 16 courses enrolled for, national curriculum assessment results
- Relevant medical information – e.g. doctors information, child health, allergies, medication and dietary requirements
- Information relating to SEND – including the needs and ranking and professional involvement
- Behavioural information – e.g. number of temporary exclusions and any relevant alternative provision put in place
- Biometric data – e.g. cashless catering system in school
- Information relating to Pupil Premium and looked after children
- Photographs and videos/audio recordings including CCTV
- Information relating to school activities and trips

Parents;

- Personal Information – e.g. names, phone numbers, addresses, work history, any relevant legal information
- Photographs and videos/audio recordings including CCTV

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a unique learner number (ULN) and may also give us details about your learning or qualifications. Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary bases. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school 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.

Where there is no lawful basis applicable the school relating to your child will ask for the consent of the parent – e.g. if the school wish to use photos on their website or on social media to promote school activities.

If you wish to withdraw your consent for any reason, you will need to contact your child's school office.

No data about pupils and their families is shared with anyone without consent **unless the law allows us to do so.**

How long is your data stored for?

Personal data relating to pupils at the schools and their families is stored in line with the school's Retention Policy found on each school website.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will information be shared?

For pupils who are at least the age of 13 or over, the law requires us to pass on certain information about them to Luton Borough Council, Support, Challenge and Intervention team, who have responsibilities in relation to the careers guidance, education or training of 13 – 19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

We may also routinely share pupil information with;

- Schools that the pupils attend after leaving a school within the Trust.
- The Local Authority
- The Department for Education (DfE)
- The NHS, police, ambulance service and other statutory bodies
- Examination Boards
- The Diocese, Board of Directors, Governors of the local governing body of the school you work within (e.g. behaviour panels, student panels, learning walks and book scrutiny)
- Other schools within the Trust

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 the Trusts' Data Protection Officer by email, fcrowther@cardinalnewmanschool.net or by post addressed to SACAT Trust Secretary, C/O Cardinal Newman School, Warden Hill Road, Luton, LU2 7AE.

You also have the right to:

- Be informed about how the School uses your personal data.
- Request access to the personal data that the School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

If you have a concern about the way the school is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113 Monday – Friday 9am – 5pm.

Where can you find out more information?

If you would like to find out more information about how we collect, use and store your personal data, please visit your School's website.

If you would like to find out more information about how our local authority and/or DfE collect and use your information, please contact:

- LBC, Corporate Information Officer at https://www.luton.gov.uk/council_government_and_democracy/data_protection_and_freedom_of_information/freedom_of_information/publication%20scheme%20-%20luton%20borough%20council/pages/our%20policies%20and%20procedures.aspx
- DfE website at <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

How Government uses pupils data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

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

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

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