



Diocese of Middlesbrough



ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

Head Teacher: Mr W. Scriven



Upper Site: Mill Mount, York, YO24 1BJ * Tel: (01904) 647877 * Email: usreception@allsaints.york.sch.uk * Sixth Form: 6fadmin@allsaints.york.sch.uk
Lower Site: Nunnery Lane, York, YO24 1JG * Tel: (01904) 647877 * Email: lsreception@allsaints.york.sch.uk * Website: www.allsaints.york.sch.uk

Privacy Notices

Information about STUDENTS in All Saints Roman Catholic School

All Saints RC School complies with the Data Protection Act 1998 and is a registered “Data Controller”. Our data protection notification is registered with the Information Commissioner’s Office (ICO) – reference Z670402X

Data Protection Act 1998: How we use student information

We collect and hold personal information relating to our students and may also receive information about them from sources such as their previous school, the local authority and/or the Department for Education (DfE). We use this personal data to:

- support our students’ learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include student contact details, a photograph or photographs of the student, assessment information/test results, attendance information, any exclusion information, student destinations after leaving the school, and personal characteristics such as religion and ethnic group, where this information has been supplied. The main student photograph held on the individual student profile will be used by staff for identification purposes only and, save where required by law, will not be divulged to a third party without parental permission. Any other photographs of students will be used in line with parental permissions relating to their use.

Information is also kept relating to any special educational needs a student may have as well as on relevant medical conditions or safeguarding issues. For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) for each student and may also give us details about their learning or qualifications.



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship

We will keep the personal information relating to our students in accordance with our retention schedules and when we no longer have a need to keep it, we will delete or destroy it securely.

Once our students reach the age of 13, the law requires us to pass on certain information to our Local Authority, the DfE and to providers of youth support services in our area who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers and to third parties e.g. university admissions authorities, exam results services and exam boards in order to secure appropriate services for students. This will only take place where legislation allows us to do so and it is in compliance with the Data Protection Act 1998.

A parent/guardian can request that only their child's name, address and date of birth be passed to the Local Authority by informing the Business Manager of All Saints RC School, on 01904 647877 or usreception@allsaints.york.sch.uk. This right is transferred to the student once he/she reaches the age 16.

We will not give information about our students to anyone without your consent unless legislation allows us to do so for example in relation to the transfer of school records where students move to a new school or college, where safeguarding concerns warrant this disclosure to protect student welfare, where data is required for the prevention or detection of crime.

If you want to receive a copy of the information about your son/daughter that we hold, please contact the Business Manager of All Saints RC School, on 01904 647877 or usreception@allsaints.york.sch.uk.

We are required, by law, to pass certain information about our students to our local authority (LA) and the Department for Education (DfE).

The DfE may share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and where it is in compliance with the Data Protection Act 1998.

Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-student-database-apply-for-a-data-extract>

Where the school publishes photographs of students on our website or on publicity materials this will be done in accordance with the permissions supplied to the school by their parents.

For information on which third party organisations (and for which project) student level data has been provided to, please visit:

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

If you require more information about how our Local Authority (LA) and/or DfE collect and use your information, then please go to the following websites:

<https://www.york.gov.uk/privacy> and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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

If you are unable to access these websites please contact the LA or DfE as follows:

Customer Feedback Team

West Offices, Station Rise, York, YO1 6GA

Telephone: 01904 554145

Email: foi@york.gov.uk

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

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General Data Protection Regulations (GDPR)

As most people will be aware new GDPR came in place during late May 2018 affecting the way organisations (including schools) deal with personal data. These laws are designed to ensure that people have various rights enshrined further into law and to force companies and organisations that deal with this data to ensure that it is protected and only used for a specific, predetermined and agreed purpose. The new laws are the General Data Protection Regulations – commonly referred to as GDPR and are a follow on from the data protection provisions under the Data Protection Act 1998.

Your rights under the GDPR

The specific rights that these laws give are: *(most are very similar to the current Data Protection Act)*

- Right to be informed - to know what, how, where, and for how long your data is used
- Right of access - to be able to see and know what data is being held
- Right to rectification - to fix any errors in the data held
- Right to erasure - to choose to have the data erased or 'right to be forgotten'.
- Right to restrict processing - to stop data being used for certain purposes
- Right to data portability - to be able to move a copy of the data elsewhere
- Right to object - to be able to complain about how your data is used
- Rights related to automated decision making and profiling

Who to contact and how to make a complaint

The school will be updating its Data Protection Policy to include the new provisions under the GDPR legislation in due course - this will include specific details of how complaints can be made in regard to the data that the school holds or about the way it deals with it.

In the interim, the school will ensure that there is a specific complaint route as detailed below:

- **First level** - the school would invite that the person contacts the Business Manager to provide details of the complaint and what rectifications or actions you would like to request
- **Second level** - if you are not satisfied with the response, the school will invite the complainant to write to the Head Teacher, again detailing the complaint and why they feel the action taken by the Business Manager (if appropriate) is not satisfactory.
- **Final Level** - if you feel the school has still not dealt with the complaint to your satisfaction, then we would invite the complainant to write to the Chair of the Board of Governors.

At all times, everyone has the right to make the complaint to the Information Commissioners Office (ICO) - whether a complaint has been made to the school or not.

The contact details of the ICO are:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Enquiry Information Line 0303 123 1113 (local rate - calls to this number cost the same as calls to 01 or 02 numbers).

E Mail: casework@ico.org.uk

Website: www.ico.org.uk/