The Catholic High School Chester

Privacy Notice for students, families, staff, governors and visitors

Approved By	FGB
Category	Governance
Policy Owner	L. Woodall
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What is this notice?

The Catholic High School, Chester, collect and use personal data about pupils, parents, staff, governors, visitors and guests.

This summary privacy notice provides a general explanation of how and why we collect and use personal data, who we share it with, why and how long we keep it.

Throughout this notice you'll see a lot of specific data protection terms (which you can recognise because they're in **Bold**). Where possible, we've tried to define them as we go, but we thought it might be useful to have a brief explanation as to some of the terms we use. Anywhere in this notice you see the following terms, they'll have the following meanings:

- **Data Controller or Controller** is a legal term set out in the General Data Protection Regulation (**UKGDPR**), it means the party responsible for deciding what Personal Data to collect and how to use it;
- **Data Processor** is another legal term set out in the UKGDPR, it means the party who has agreed to process Personal Data on behalf of the Controller.
- **Data processing** is a collecting, using, sharing or storing data.
- **Data Protection Officer/DPO** – a member of staff who is responsible for ensuring the school complies with data protection legislation, you can also raise any complaints or issues direct to our **DPO**;
- **Data Subject** means the individual who can be identified from the Personal Data;
- **Personal Data** means data which can be used to identify a living individual. This could be a name and address or it could be a number of details which when taken together make it possible to work out who the information is about. It also includes information about the identifiable individual;
- **Special Categories Data** means details about an individual's race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about health and genetic and biometric data.

Note: where Parent is used the term can also mean guardian or carer, where the person responsible for the child is not a parent.

Who is the Data Controller for the processing of my personal data?

The Chester Catholic Academies Partnership (company number 08375925, registered office Old Wrexham Road, Handbridge, Chester, CH4 7HS), which runs The Catholic High School, Chester, is the Data Controller for any of the **personal data processed** – so data that is collected, stored or otherwise used - by the school. This means we are responsible for making decisions about what data we collect, how we use it who we share it with and how long we keep it.

What personal data do you process and why?

We process a range of personal data about the following groups of people or **Data Subjects**.

The data we hold, the reason we use that data and how long we keep it for is covered later in this notice:

Pupils, Parents and Guardians

Description	**Reason**
We hold personal data on pupils while they attend the school. We also hold limited data on prospective pupils as well as on former pupils where we are required to do so by law. We will also hold special category data on some pupils where this is necessary and appropriate. The categories of pupil information that we collect, hold and share include: • Personal information (such as name, unique pupil number and address) • Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility and a standard headshot photographic image) • Safeguarding information (such as professional/external agency involvement) • Attendance information (such as sessions attended, number of absences and absence reasons) • Assessment information (such as Key Stage 1 and 2 scores, internal and external examination results) • Medical information (such as dietary requirements, allergies, existing medical conditions and doctors' information) • Biometric information (thumbprint) • Trip and activity information (such as parental consents, travel information, passport information) • Special Educational Needs information (such as results of testing and support strategies) • Exclusions and Behaviour information (such as details of rewards, sanctions, detentions, suspensions) • Post-16 destinations (education, employment, training)	The School collects and processes personal data (including special category data) about pupils and parents for a range of purposes linked to our responsibility to educate and develop young people. These are: - • For the purposes of pupil admission (and to confirm the identity of prospective pupils and their parents); • To support student learning and educational needs, providing education services and extra-curricular activities; • To monitor and report on students progress and attainment • To derive statistics which inform decisions related to the funding of schools and the management of our budget; • To facilitate systems used in schools (such as online learning, cashless catering, sales and school communication systems). • To assess performance, quality of our services and to set targets for the school; • To keep students safe; • To safeguard pupils' welfare and provide appropriate pastoral (and where necessary medical) care; • To record student financial eligibility; • To provide ID cards for Sixth Form students so all members of the community can identify current students, as well as allow access via swipe to certain areas; • To give and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils; In order to manage internal policy and procedure;

Description	Reason
• For Sixth Form students, the name of the school from which they joined us and their examination results • Destinations of those students who leave before the normal leaving age, or mid-year	• To enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils of the school; • For the purposes of management planning and forecasting, research and statistical analysis, including those imposed or provided for by law (such as diversity analysis); • For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care; • To meet the statutory duties placed on us for government data collections • To enable relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate (for example Ofsted); • To monitor (as appropriate) use of the school's IT and communications systems in accordance with the school's IT security policy; • To publicise the school and related achievements via photographic images of pupils in school publications, on the school website and (where appropriate) on the school's social media channels; • To allow pupils to take part in appropriate school trips, visits and other school organised events; • To provide appropriate pastoral care; • To comply with our responsibilities for the prevention and detection of crime • For security purposes, including CCTV in accordance with the school's CCTV policy; and • Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.
We hold personal data on parents of pupils who currently attend the school and also hold limited data on prospective pupil's parents as well as on former pupil's parents where we are required to do so by law. This includes, name, address, and contact details. We will also hold special category data on some parents where this is necessary and appropriate, e.g. safeguarding information such as court orders and professional involvement.	

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Staff and Governors

Description	Reason
We hold personal data on current and former members of staff in line with employment requirements. We will also hold special category data on some staff where this is necessary and appropriate.	The School collects and processes personal data about employees and job applicants for the following purposes: • To determine recruitment and selection decisions on prospective employees; • To carry out effective performance of the employees contract of employment and to maintain employment records; • To comply with regulatory requirements and good employment practice; • To carry out vetting and screening of applicants and current staff in accordance with regulatory and legislative requirements; • Enable the development of a comprehensive picture of the workforce and how it is deployed and managed; • To enable management and planning of the workforce, including accounting and auditing; • Personnel management including retention, sickness and attendance; • Performance reviews, managing performance and determining performance requirements; • To manage internal policy and procedure; • To monitor and manage staff access to our systems and facilities to protect our networks, the personal data of our employees and for the purposes of safeguarding; • Network and information security, including preventing unauthorised access to our computer network and communications systems and preventing malicious software distribution; • Education, training and development activities; • To monitor compliance with equal opportunities legislation; • Determinations about continued employment or engagement; • Arrangements for the termination of the working relationship; • Dealing with post-termination arrangements; • Health and safety obligations; • Fraud. • Human resources administration including pensions, payroll and benefits; • To determine qualifications for a particular job or task, including decisions about promotions; • Evidence for possible disciplinary or grievance processes; • Complying with legal obligations;

Visitors/Others

Description	Reason
We hold personal data on visitors, guests, contractors and other individuals who may visit the school or have reason to be on school property. We will also hold special category data on some visitors if they share that information as necessary to aid their visit to us.	We have a responsibility to safeguard or staff and students and one of the ways we do this is to understand who is on school premises and for what purpose at any given time In order to gain access to school premises, even when chaperoned, we require you to provide this information.

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Where do you collect personal data from?

Pupil data is essential for the school's operational use. We collect personal data in a variety of ways and this will depend on your relationship with the school, but the majority of data you provide to us. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis.

Some examples of the type of data we collect are:

Pupils, Parents and Guardians

Source	Types of Data Collected	How do we collect it?
Direct from the data subject From admission forms and other data provided when pupils join the school Information provided direct from parents/guardians	This is information such as: • Name, pupil number, date of birth, gender and contact information; • Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses; • Details of gender, age, nationality, ethnic group, religion, free school meal eligibility As well as details of any sickness absence a pupil may have had, parents and pupils may have also provide us with details of any illness or condition they may have or medication they are required to take.	Most of this information will have been provided when pupils join the school and kept up-to-date by being notified from you/parent/guardian when details change. Information may also be provided by parents or guardians at any point during a child's time with the school. In terms of medical information, in most cases this has been provided voluntarily so that we are aware of how we can offer any assistance, however, without this information we are not able to provide full medical/welfare care for pupils.

Source	Types of Data Collected	How do we collect it?
		Previous schools send us information to us using a Common Transfer File (CTF), this comes from the previous school by a secure online service via the LA.
Information collected as pupils progress through the school	We collect and use information relating to studies and behaviour. Some of this information we collect is so that we can understand how pupils are performing and some of it we are required to report to the Local Authority or the government, so they know such things as how many pupils we have. This information includes: • Attendance details (such as sessions attended, number of absences and reasons for absence); • Performance and assessment information; • Behavioural information (including exclusions); • Special educational needs information.	This information is collected as pupil's progress through their time with the school and is based on their attendance, performance and development. Information is collected from a variety of day-to-day sources such as class registers, test results, reports and assessments.
Information collected from the use of school equipment	We monitor access to websites and school ICT equipment to ensure staff and pupils comply with our usage policy.	Monitoring of access to websites and the use of the school network etc. is automatic.
Photographs and CCTV	As the school operates CCTV cameras, pupils will regularly be captured by them during the day and as they move around the school. Any visitors to the school will also be captured on CCTV. We also capture images of pupils engaging in school activities,	CCTV is automatically captured on school property on daily basis.

Source	Types of Data Collected	How do we collect it?
	but we will ask for parental consent to ensure parents are happy for photos of pupils to be used and under what conditions.	Where photographs of pupils are taken, parents are informed and consent is sought for their use.
By visiting the school website	We collect traffic and usage data as well as some technical data from visitors to the school website.	The school website does not use cookies.

Staff and Governors

Source	Types of Data Collected	How do we collect it?
Direct from the data subject. This could be via a job application form or as part of ongoing job appraisals.	This is information such as: • Name, title, addresses, date of birth, marital status, phone numbers and personal email addresses; • Emergency contact information such as names, relationship, phone numbers and email addresses; • Details of any dependants; • Details of characteristics such as: gender, age, nationality, ethnic group, religion. • Medical information Obviously, we hold information related to employment at the school. This will include such things as start date, the hours worked, the post employed in, past	You will generally have provided most of the information on your job application with the school but may have updated and changed information over the years. We regularly ask you to update your information to make sure it is accurate. Medical information will have been provided voluntarily so that we are aware of how we can offer any assistance. Information held about your employment will be regularly updated over your time with the school and will include information you provided as part of your application process as well as other career development information.

Source	Types of Data Collected	How do we collect it?
	roles, training information, details of qualifications, anytime off due to illness and of course salary details. • Information collected during the recruitment process that we retain during your employment including references, proof of right to work in the UK, application form, CV, qualifications; • Employment contract information such as start dates, hours worked, post, roles; • Education and training details; • Details of salary and benefits including payment details, payroll records, tax status information, national insurance number, pension and benefits information; • Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information; • Information in your sickness and absence records such as number of absences and reasons (including sensitive personal information regarding your physical and/or mental health); • Criminal records information as required by law to enable you to work with children; • Your trade union membership; • Information on grievances raised by or involving you; • Information on conduct and/or other disciplinary issues involving you; • Details of your appraisals, performance reviews and capability issues; • Details of your time and attendance records;	

Source	Types of Data Collected	How do we collect it?
	• Details in references about you that we give to others.	
Photographs and CCTV	We hold your photograph in the ID Badge software to produce staff ID badges. As the school operates CCTV cameras, you will regularly be captured by them during the day and as you move around the school.	CCTV is automatically captured on school property on daily basis. Photographs of staff are taken in line with their employment contract.
Information collected from the use of school equipment	To safeguard the school's IT system from attack or misuse, we automatically monitor such things as websites visited, this means that if there is a problem, we can trace the accessing of inappropriate or infected material back to an individual (for example through a recorded IP address).	Monitoring of access to websites and the use of the school network etc. is automatic.

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Visitors/Others

Source	Types of Data Collected	How do we collect it?
Direct from the data subject.	This is information that would include: name, contact number, email address, company or other information related to your visit to the school.	You are required to provide this information as part of your access to school premises.
Photographs and CCTV	We use your photograph on visitor badges, captured at the point of signing in. As the school operates CCTV cameras, you will regularly be captured by them during the day and as you move around the school.	CCTV is captured on school property on daily basis.

It is likely that some of the personal data which we collect and store about staff, pupils and parents/guardians will include **Special Categories of Personal Data.** Special Categories of Personal Data includes details about an individual's race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about health and genetic and biometric data.

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Use of photographs

We publish photographic images of students on our website, across social media, in publicity documents and on marketing materials, and within our school newsletters. Parental consent will be sought for each student in order for this to happen. Sixth Form students will be consulted directly and asked to give their consent.

What allows you to use my personal data?

As a Data Controller, the school must have a 'lawful basis' for **processing personal data**.

This basis will depend on our reason for collecting and using the data, but to help you understand what basis they may be, we have set out how we use some personal data along with the relevant lawful basis in the table below.

Legal Basis	**When**	**What allows us**
Legal Obligation	For example, where we need to comply with health and safety laws.	Legal obligation is covered by article 6(1)(c) of the UK GDPR.
Public Task	When we collect and use personal data to fulfil part of our function as a school, for example when we are required to use information under the Education Act 2002 as part of our official authority as a school.	Official Authority or Public Task is covered by article 6(1)(e) of the UK GDPR.
Legitimate Interest	In other cases, the school has a *legitimate interest* in processing personal data during an individual's relationship with the school, this could be the monitoring of access to the school's computer network.	Legitimate interest is covered by article 6(1)(f) of the UK GDPR.

Legal Basis	When	What allows us
Consent (if the processing is not covered in the above categories)	There will be some cases where you give us permission to use your information, and this will only be used under *consent* – such as the use of thumbprints for biometric access. Where we use consent, we will ensure it is appropriate and that you have the right to refuse or withdraw consent at any time and that any decision you make to consent is a free one.	Consent is covered by article 6(1)(a) of the UK GDPR.
Contract	To enter into a *contract* with you and to meet our obligations under that contract. For example, where we need to process your data to provide a specific service which we do under contract, this could be the hiring of musical instruments for an arranged period.	Contract is covered by article 6(1)(b) of the UK GDPR.

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting welcometo@christofidelis.org.uk

Where the information we process is considered to be '**special category data'** such as health data, we rely on the following conditions under Article 9 of the UK GDPR:

- limited circumstances, with explicit written consent.
- Where we need to carry out our legal obligations and in line with our data protection policy.
- Where it is needed in the public interest, such as for equal opportunities monitoring or to support education, and in line with our data protection policy.
- Where is it needed to assess the student's health, subject to appropriate confidentiality safeguards.

Details as to what allows us to process special category data in line with the Data Protection Act 2018 can be found in our Data Protection Policy.

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Who do we share your information with?

We share data with several organisations where we are required to do so, for example we routinely share pupil information with schools or colleges that pupils attend after leaving us, our local authority, and the Department for Education (DfE).

We will always tell you where and why data is shared. We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so. The following table is a summary of organisations and agencies we share information with to help you understand the type of data we share and why.

Pupils, Parents and Guardians

Information shared with	**Legal Basis**
There are several key organisations we are required to share data with: • the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013 • Ofsted • Diocese • Youth support services – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds • Other Schools that you go to after leaving us • NHS for delivery of child health services, such as inoculation programmes and school nurses. They also use information about pupils for data research and statistical purposes • NHS Digital for analysing and presenting a range of health & social care data, including height and weight of pupils • Social services and linked agencies for health and welfare • Law enforcement officials such as police, HMRC • LADO (Local Authority Designated Officer) • Training providers • Professional advisors such as lawyers and consultants; • Support services (including HR support, insurance, IT support, information security, pensions and payroll) • The local authority (LA) • Awarding bodies and exam boards • Tour companies providing school trips • Third party learning providers (including virtual learning environments). • Third party student results and progress analysers. • Other third party software provider.	Legal Obligation and Public Task

Staff and Governors

Information shared with	Legal Basis
We will routinely share workforce information relating to your employment with third parties to: • Provide payroll services (Access HR and People) including information to pension scheme providers (Cheshire Pension Fund and Teachers Pension Agency) • Provide occupational health services • Obtain pre-employment checks such as references from former employers/other organisations • Undertake necessary criminal records checks from the Disclosure and Barring Service (for specifically identified posts) • Provide training (training organisations commissioned by us to provide training) • Make employee benefits available to you • Fulfil the school's legal obligations e.g. Police, HRMC, pensions agencies, Student Loans, government agencies, Health and Safety Executive or as instructed by the Court system. We will also disclose your personal information for legitimate purposes to: • Agencies who perform services on behalf of the school for the purposes stated above • Any recipient, if we are required to do so, such as by applicable court order or law • Any recipient, with your consent, such as for employment verification or bank loans • Any recipient when reasonably necessary such as in the event of a life-threatening emergency	Legal Obligation and Public Task

Visitors/Others

Information shared with	Legal Basis
We will also disclose your personal information for legitimate purposes to: • Agencies who perform services on behalf of the school • Any recipient, if we are required to do so, such as by applicable court order or law • Any recipient when reasonably necessary such as in the event of a life-threatening emergency	Legal Obligation and Public Task

In addition, we regularly share pupil information and parental contact information with several organisations with the purposes of furthering teaching and learning and providing additional support and guidance to students. Our legal basis for doing this is that it is in the public interest and the interest of the students to enable them to access resources that will enhance their learning.

Youth support services: Pupils aged 13+

Once our pupils reach the age of 13, we pass pupil information to our LA 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 youth support services and 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 student once they reach the age of 16.

Youth support services: Pupils aged 16+

We will also share certain information about pupils aged 16+ with our 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 post-16 education and training providers, youth support services, and careers advisers.

We securely transfer information to the youth support services via the following method: **password protected files sent by secure email.**

The youth support services stores and retains this information in line with their policies: more information can be found on the council website: https://www.cheshirewestandchester.gov.uk/residents/young-people/youth-service

The National Pupil Database (NPD)

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

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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

The DfE is legally allowed to share information about our pupils from the NPD with certain third parties, including:

- Schools
- LAs
- Researchers
- Other government departments and agencies
- Organisations fighting or identifying crime

who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data
- https://www.gov.uk/government/publications/dfe-external-data-shares

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: https://www.gov.uk/government/publications/national-pupildatabase-requests-received

DfE Data collection requirements:

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework,, which can be found by following this link: https://www.gov.uk/government/publications/security-policy-framework

To find out more about the data collection requirements placed on us by the DfE (for example, via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

How does the government use your data?

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

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs ‘short-term’ education policy monitoring and school accountability and intervention.
- Supports ‘longer-term’ research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: https://www.gov.uk/education/data-collection-and-censuses-for-schools

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

You can also contact the DfE directly using its online contact form by following this link: https://www.gov.uk/contact-dfe.

How do we store your information?

Your personal data is stored in a variety of systems – both electronic and paper – held by the school or by a contracted **Data Processor**. Where information is held in electronic format we ensure appropriate security is in place. Where data is held in 'the cloud' we use servers in the UK or EEA wherever we can. Some of our suppliers may store or access data outside the UK (for example in the USA). Where this happens, we make sure the data is protected by an approved safeguard, such as a UK adequacy decision (including the UK–US Data Bridge) or the Information Commissioner's Office's standard contract terms. Where information is held in files and documents, we ensure that cabinets, drawers and doors are kept locked when not in use.

We ensure that all **personal data** held by us is handled correctly and appropriately according to the nature of the information, the risk associated with mishandling the data, including the damage that could be caused to an individual as a result of loss, corruption and/or accidental disclosure of any such data, and in accordance with any applicable legal requirements. Should you have any concerns as to how data is handled you can contact the School DPO using the details at the end of this form.

How long will you store my personal data for?

We only store **personal data** for as long as we are required to and in line with our Data Retention Policy, but as a *general* guide:

- We hold pupil data while pupils remain at this school. As a secondary school, we are required to retain pupil data from the date of birth of the pupil plus 25 years, for students who have an SEN Status we retain pupil data from the date of birth of the student plus 31 years.
- We are required to keep employment details for a specified period and, in line with the school's retention schedule, this is 6 years from the year staff cease employment with the school. After this time, information we hold will be deleted from systems and paper files securely disposed of.
- CCTV recordings are kept up to 40 days and then automatically overwritten unless they have been identified as being needed for a specific purpose, for example to investigate an alleged crime or contravention of the school's behaviour policy.
- Data is held by our **data processors,** for example online suppliers, for as long as we are contracted to use their service.
- Information recorded in our sign in system is kept in line with our retention schedule and is retained for 3 full academic years. After this date, the information is destroyed/deleted.

What rights do I have over how you use my data?

Data Subjects have a number of rights relating to their **personal data** which can be enforced against the **Controller**. These rights can be dependent on our legal basis for processing data so not all are absolute.

- **Right to be informed**: You have the right to be told what **personal data** the school collects and stores about you and how it's used.
- **Right of Access:** You have a right to ask for a copy of any personal information that we hold about you, or your child. This is your most important right and always applies, although there may be reasons why we cannot provide all of the information you request.
- **Right of Rectification:** You can ask us to correct any information we hold that you think may be inaccurate, as well as to complete any information you think is incomplete.
- **Right to Erasure:** This is sometimes called the 'right to be forgotten' meaning that, in some cases, you can ask us to delete information we hold about you. The Right to Erasure is not absolute, this means it is not automatic, and in the majority of cases we may be unable to delete the information we hold. Where we cannot comply with your request, we will explain why.
- **Right to Restriction of Processing:** You may have the right to limit how we use your data and this could include stopping us from deleting it or permitting its storage but no further processing. You can generally do this if you are questioning the accuracy of the information we have or the way in which we are using it.
- **Right to Object to Processing:** You also have the Right to Object to how we process your information. This is similar to the Right of Restriction but means we have to stop using your information. If we are unable to comply with your request, it is our responsibility to prove why we should be able to continue to process your information. If you are objecting to your information being used for marketing purposes, we would have to stop using your information immediately.
- **Right to Data Portability:** You have a right to ask for us to transfer information you gave to us electronically and which is automatically processed, to another organisation. In reality, this right will rarely apply to information we deal with as a school.
- **Rights related to automated decision making:** Where information is used for the purposes of profiling or a decision is made solely by automated means with no human involvement, you have the right to object and ask for human intervention in any decision. The school does not have any automated decision-making function.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

What can I do if I want to know more or am unhappy with how you use my data?

If you are concerned about the way we are collecting or using your information, please contact the school's designated Data Protection Officer, Mrs Woodall on 01244 952788 or woodalll@christofidelis.org.uk

You can also contact the Information Commissioner's Office (ICO) at https://ico.org.uk/concerns. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on **29th September 2026**.