

# Privacy Notice – Common to all



# ST CLARE

Catholic Multi Academy Trust



Adopted by St Clare Trust Board;	June 2022
Next review by St Clare Trust Board;	June 2023
Reviewed by Local Academy Committee;	September 2023

Sacred Heart School was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic School in accordance with the canon law and teachings of the Catholic Church, and in accordance with the Trust Deed of the Diocese of Hallam.

### **School motto**

Love one another as I have loved you

(John 13:34)

### **Ethos**

At Sacred Heart School we place Christ and the teaching of the Catholic Church at the centre of our lives by integrating Gospel values into every aspect of learning, teaching and the totality of school life.

### **Vision**

As a Christian community, the vision of Sacred Heart School is:

- To empower all children to recognise and fulfil their unique potential
- To celebrate all God's children as individuals, respecting and valuing difference.
- To prepare the children to embrace and contribute positively to our ever-changing world.

### **Promise**

With God's guidance we promise to

- Create a supportive, nurturing environment in which every child is encouraged to explore their potential, to express their individuality and to develop confidence without fear of failure.
- Commit to the continuous professional development of all staff. To ensure our best understanding of each child's needs.
- Deliver a curriculum that is engaging, challenging and fosters independence.
- Lead by example, demonstrating the values of the Catholic Church and respect for all; preparing children for their journey through life.
- Build cooperative relationships with families and the wider community.

### **Our Strategic Priorities**

#### **Organise:**

Educational opportunities effectively to create a positive culture for learning.

#### **Plan:**

Future goals with a Christian vision which allows everyone to reach their full potential.

#### **Collaborate:**

With the school, parish and wider community to share, learn and support.

#### **Nurture:**

A Christian community where all share unconditional opportunities for learning and are encouraged to develop wholeness.

## **St Clare Catholic Multi Academy Trust Privacy Notice – Common to all**

This statement should be read in conjunction with the Admissions Policy and the Data Protection Policy.

We have in place specific privacy statements for pupils, staff, parents, governors and job applicants. This statement is intended to provide information about how we will collect, use or process personal data relating to any other individuals.

Some data is more sensitive than other types of data. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

### **Responsibility for Data Protection**

St Clare Multi Academy Trust is registered with the Information Commissioner's Office. The registration number is ZB288989.

The Data Protection Officer (DPO) for the trust is Adnan Bashir. The DPO can be contacted by phone on 0114 256 6401 (Ask for St Clare Multi Academy Trust) or via the contact form on the trust website <https://www.stclarecmat.org.uk/contact-us/>

If you have any questions or concerns about how data is being collected, used or processed at Sacred Heart School then you should contact the School Manager:

Tel: 0114 234 4362

[enquiries@sacredheart.sheffield.sch.uk](mailto:enquiries@sacredheart.sheffield.sch.uk)

The trust workforce has a responsibility to abide by trust and school policies and the law relating to data protection.

### **Consent**

The trust or one of its schools will ask for consent to process data about you or a pupil. The type of data that is to be used, and how it is to be used will be specified on the consent forms.

You have the choice to opt in for certain types of data usage, and this is made clear. However, some data that is collected and processed in schools is not optional.

## **Legitimate interests**

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The trust/school relies on legitimate interests for many of the ways in which it uses information.

Specifically, the trust/school has a legitimate interest in:

- Providing educational services to pupils
- Safeguarding and promoting the welfare of pupils and staff
- Promoting the objects and interests of the trust/school
- Ensuring the efficient operation of the trust/school
- Compliance with all relevant legal obligations of the trust/school
- Keeping the whole school community informed about events, news and activities

## **Necessary for a contract**

Information about individuals may be necessary to perform our obligations under our contracts.

For example, maintaining the school Management Information System database.

## **Legal obligation**

Much of trust/school life is governed by legal obligations to supply information to organisations such as the Department for Education or Local Authority or HMRC. We may also have to disclose information to third parties such as the courts, Disclosure and Barring Service or the police where legally obliged to do so.

## **Vital interests**

For example, to prevent someone from being seriously harmed or killed.

## **Public interest**

The trust/school considers that it is acting in the public interest when providing education. Certain regulations, DfE and Local Authority, health and other guidance may require the trust/school to process data in the public interest.

**Legal claims:**

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

**Your rights – What decisions can you make about your information?**

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights.

Your rights are as follows:

- you can ask what information we hold about you and be provided with a copy. Sometimes we are not able to share all the information, but this is set out in our Subject Access Policy
- if information is incorrect you can ask us to correct it
- you can ask us to delete the information that we hold about you or your child in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer – this does not apply to pupil records as these are transferred by a DfE process called the Common Transfer File
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy

If you disagree with any decision we make about your data you can use our complaints policy, you also have the right to make a complaint to the Information Commissioner, and sometimes to the Information Tribunal or through the court process. Our complaints policy is available on trust and school websites.