

# Privacy Notice – Parents



# ST CLARE

Catholic Multi Academy Trust



<b>Adopted by St Clare Trust Board;</b>	June 2022
<b>Next review by St Clare Trust Board;</b>	June 2023
<b>Reviewed by Local Academy Committee;</b>	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.

This statement should be read in conjunction with the Data Protection policy.

This statement is intended to provide information as to how we will collect, use or process personal data relating to parents of pupils.

### **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](tel:01142344362)

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

Parents of pupils have a responsibility to abide by school policies and the law relating to data protection.

### **The Data Protection Act 1998: Why do we collect and use information about parents' of pupils?**

By parents of pupils we mean those parents and carers who have children attending our school. We collect and use parents of pupils information under the following Articles of the General Data Protection Regulations (GDPR)

#### **Article 6:**

Processing shall be lawful only if and to the extent that at least one of the following applies:

6 (1) a. The data subject has given consent to the processing of his or her personal data for one or more specific purposes;

6 (1) e. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.

#### **Article 9:**

With regards to the processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited except:

9 (2) a. Where we have explicit consent of the data subject.

For the avoidance of doubt, throughout this document we are using and applying the GDPR

definition of **consent**, namely “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 actions, signifies agreement to the processing of personal data relating to him or her.”

We use parents of pupils data to:

- Enable effective communication between home and school;
- Access funding to enable us to operate as a business.

The collection of this information will benefit both national and local users by:

- Enabling effective communication between home and school;
- Accessing funding to enable us to operate as a business.

**The categories of personal information that we collect, hold and share include:**

- Personal information (such as name, date of birth);
- Contact information (such as address, telephone number, email address);
- Characteristics (such as first language, national insurance number, parental responsibility);
- Organisational information (such as contact priority number);
- CCTV footage.

### **Collecting parents of pupils information**

Whilst the majority of parents of pupils information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you at the point of data collection whether you are required to provide certain parents of pupils information to us or if you have a choice in this.

### **Storing parents of pupils information**

- We store personal information electronically, linked to the pupil information file in our database;
- We store data collection documents electronically, linked to the parent information file in our database.

### **Who do we share parents of pupils information with?**

We routinely share parents of pupils information with:

- The Department for Education (DfE);
- Local Authority

Where the data sharing is not undertaken on a statutory basis, we will ensure that we have either:

- A contractual agreement for the sharing of data with the company concerned demonstrating compliance to GDPR; or
- A copy of an up-to-date privacy statement from the company that satisfactorily demonstrates their compliance to GDPR for the purposes of the data sharing concerned. This will include those companies where parents of pupils are directed by the school to register online using

their email address.

A register of companies with whom we share data on a non-statutory basis is maintained by the Data Protection Officer and currently includes:

- Companies providing payment services for parents of pupils – currently [name of company] – in order that parents of pupils can make electronic payments to school;
- 2Simple (Foundation stage pupils only).

### **Why we share parents of pupils information**

We will not share information about you with third parties without your consent unless the law and our policies allow us to do so. We are required, by law, to pass on some of this personal data:

We share personal data with Sheffield Local Authority on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment of educational attainment. This data sharing is also used to access additional funding for school, e.g. Pupil Premium.

### **Data Collection Requirements**

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about parents of pupils with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- Conducting research or analysis;
- Producing statistics;
- Providing information, advice or guidance.

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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 securely store and handle the data.

To be granted access to parents of pupils information, organisations must comply with its 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 the department's data sharing process, please visit:

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

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

### **Requesting access to your personal information**

Under data protection legislation, the parents of pupils have the right to request access to information about them that we hold. This is referred to as a Subject Access Request (SAR). The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of and can verify the lawfulness of the data processing. To make a request for your personal information, contact the Data Protection Officer.

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;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations.

To make a SAR, or to exercise any of your rights under data protection regulation, you should contact the data protection officer or the relevant member of staff at the school (noted at the top of this policy)

On receipt of a request to exercise any of your rights under data protection regulation, the trust/school will:

- Respond to acknowledge receipt of your request;
- Request proof of identify of the person making the request;
- Inform you as to whether there are any statutory reasons why we may be unable to respond to your request;
- Act in accordance with the GDPR in terms of our actions in response to your request, and with due regard to the timescales set out in the GDPR.

If you have a concern 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/>

If you require more information about how we and/or DfE store and use your personal data please visit:

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

If you want to see a copy of information about you that we hold, please contact the Data Protection Officer or the relevant member of staff at the school (see first page of this policy)

