

*St Robert of Newminster Catholic School
& Sixth Form College*



Privacy Notice

Privacy Notice

We, St. Robert of Newminster Catholic School & Sixth Form College are a Data Controller for the purposes of the Data Protection Act. We collect, process and store data relating to all Data Subjects that are members of our school community such as students, parents, carers, staff and governors. A Data Subject is a living individual with whom we as a Data Controller collect, process and share personal information regarding. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning.
- Monitor and report on your progress.
- Provide appropriate pastoral care.
- Assess how well the school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for Post-14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our policies allow us to.

For a full breakdown of what data we share with third parties please click or browse to the following link:

<https://bit.ly/2KkkG2j>

Local Authority & DfE

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information that we hold and/or share about yourself, please write a letter to the school addressed for the attention of the Data Protection Officer.

If you require more information about how the Local Authority and/or DfE store and use your information, please go to the following websites:

Local Authority Privacy Notice - <http://www.sunderland.gov.uk/CHttpHandler.ashx?id=9524&p=0>

DfE Privacy Notice - <http://www.sunderland.gov.uk/CHttpHandler.ashx?id=9525&p=0>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Data Protection Officer
Sunderland City Council
PO Box 100

Civic Centre
Burdon Road
Sunderland
SR2 7DN

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

Connexions Service

For pupils of 13 years and over, the school is legally required under the Education & Skills Act 2008 to pass on certain information to Connexions services providers on request. Connexions is the government's information and advice service for all young people aged 13 to 19 in England. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions service's role in maximising young people's opportunities to secure employment, education or training. However, parents, or the pupils themselves if aged 16 or over, can request that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name, address and date of birth then please contact the Tyne and Wear Connexions Hub's Data Controller as below:

The Data Controller
Connexions Hub Services in Tyne & Wear
The Clervaux Exchange
Jarrow
NE32 5UP

Biometric Data

The school catering system involves a biometric scan of student's fingers. The image of a student's finger is not stored; however, the finger scan creates an encrypted set of data points and it is these that are recorded and used for identification. It is impossible to recreate the original finger scan from the data that is stored, and when a student leaves our school this information is deleted from the system. ***If you do not wish your child's finger to be scanned, please contact the school as soon as possible.***

Images

We routinely record and celebrate students' achievement during school visits, sporting events, school events etc with photographs and video footage. These images will often appear in the school newsletter, website, school MIS and promotional materials. ***If you object to your child's photograph appearing in this context then please contact the school as soon as possible.***

Retention Periods

The vast majority of pupil data is stored on file by the school until the pupil turns 25 years old. The data is then securely destroyed. ***Details of specific retention periods can be obtained by contacting the school.***

Document reviewed – October 2017
Next review – October 2018