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| **St Michael’s Catholic Grammar School** |  |

**Privacy notice for students**

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a ‘privacy notice’ to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about pupils at our school, like you.

We, St Michael’s Catholic Grammar School, Nether Street, North Finchley, London N12 7NJ, are the ‘data controller’ for the purposes of data protection law.

Our data protection officer is Mr Hinnem (see ‘Contact us’ below).

**The personal data we hold**

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

* Your contact details
* Your test results
* Your attendance records
* Your characteristics, like your ethnic background or any special educational needs
* Any medical conditions you have
* Details of any behaviour issues or exclusions
* Photographs
* CCTV images/footage

**Why we use this data**

We use this data to help run the school, including to:

* Get in touch with you and your parents/carrs when we need to
* Check how you’re doing in exams and work out whether you or your teachers need any extra help
* Track how well the school as a whole is performing
* Look after your wellbeing
* Make sure our computers and other school systems are used appropriately, legally and safely
* Publish statistics about the school
* Meet legal requirements placed upon us

**Use of your personal data for filtering and monitoring purposes**

While you are in school, we may monitor what material you access on our computers and other IT and communication systems. We do this so that we can:

* Comply with health and safety law and other laws
* Comply with our policies (e.g. child protection policy, IT acceptable use policy)
* Keep our network(s) and devices safe from people who aren’t allowed to access them, and prevent harmful software from damaging our network(s)
* Protect your welfare

**Our legal basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

* We need to comply with the law
* We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

* You, or your parents/carers have given us permission to use it in a certain way
* We need to protect your interests (or someone else’s interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

**Our legal basis for using special category data**

For ‘special category’ data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

* We have obtained your explicit consent to use your information in a certain way
* We need to use your information under employment, social security or social protection law
* We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
* The information has already been made obviously public by you
* We need to use it to make or defend against legal claims
* We need to use it for reasons of substantial public interest as defined in legislation
* We need to use it for health or social care purposes, and it’s used by, or under the direction of, a professional obliged to confidentiality under law
* We need to use it for public health reasons, and it’s used by, or under the direction of, a professional obliged to confidentiality under law
* We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

* We have obtained your consent to use it in a specific way
* We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
* The data concerned has already been made obviously public by you
* We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
* We need to use it for reasons of substantial public interest as defined in legislation

**Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

Whenever we want to collect data from you, we will always tell you if it’s optional. If you must provide the data, we will explain what might happen if you don’t.

Most of the data we hold about you will come from you, but we may also hold data about you from:

* Local councils
* Government departments or agencies
* Police forces, courts, tribunals
* Other schools
* Department for Education

**How we store this data**

We will keep personal information about you while you are a pupil at our school. We also keep it after you have left the school, where we are required to by law. Our record schedule means that we will delete your data 7 years after you have left the school.

We keep information only as long as government guidance says we should, this is indicated in the following document: [*Information and Records Management Society’s toolkit for schools*](http://irms.org.uk/?page=schoolstoolkit&terms=%22toolkit+and+schools%22)

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We’ll dispose of your personal data securely when we no longer have a legal requirement to retain it.

**Data sharing**

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

* Schools that you may attend after leaving us
* Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils’ safety and exclusions
* The Department for Education (a government department)
* Other government agencies and departments
* Youth support services provider
* Your family and representatives
* Educators and examining bodies
* Our regulators (the organisation or “watchdog” that supervises us), Ofsted and Catholic Education Service
* Suppliers and service providers – so that they can provide the services we have contracted them for
* Financial organisations
* Our auditors
* Survey and research organisations
* Health authorities
* Security organisations
* Health and social welfare organisations
* Professional advisers and consultants
* Charities and voluntary organisations
* Police forces, courts, tribunals
* Professional bodies

**National Pupil Database**

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children’s education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education’s webpage on [how it collects and shares research data](https://www.gov.uk/data-protection-how-we-collect-and-share-research-data).

You can also [contact the Department for Education](https://www.gov.uk/contact-dfe) if you have any questions about the database.

**Department for Education**

We have to share information about you with the Department for Education (a government department) either directly or via our local authority, via various statutory data collections.

The data shared will be in line with Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The data is transferred securely and held by the Department for Education under a combination of software and hardware controls that meet the current government security policy framework.

The data we share about you with the Department for Education is used for a number of different purposes, including to:

* Help decide the amount of money that our school receives
* Monitor how well the education system is working and how well our school is doing in terms of educating our pupils
* Support research

The information shared with the Department for Education about you could include:

* Your name and address
* Your unique pupil number
* Pupil matching reference numbers
* Details of your gender or ethnicity
* Details of any special educational needs (SEN)
* Details of schools attended
* Absence and exclusion information
* Information relating to exam results
* Information relating to any contact with children’s services
* What you have done since finishing school

Please note: this list is not exhaustive.

**Youth support services**

Once you reach the age of 13, we are legally required to pass on certain information about you to Barnet Local Authority, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you’re 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Barnet Local Authority

**Transferring data internationally**

Where we share data with an organisation that is based outside the UK, we will protect your data by following UK data protection law.

**Your rights**

**How to access personal information we hold about you**

You can find out if we hold any personal information about you, and how we use it, by making a **‘subject access request’**, as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

* Give you a description of it
* Tell you why we are holding and using it, and how long we will keep it for
* Explain where we got it from, if not from you or your parents
* Tell you who it has been, or will be, shared with
* Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
* Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

**Your other rights over your data**

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

* Say that you don’t want your personal information to be used
* Object to the processing of personal data that is likely to cause, or is causing, damage or distress
* Stop it being used to send you marketing materials
* Say that you don’t want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
* In some cases, have it corrected if it’s inaccurate
* In some cases, have it deleted or destroyed, or restrict its use
* Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
* In some cases, be notified of a data breach
* Make a complaint to the Information Commissioner’s Office (ICO) if you feel we have not used your information in the right way
* Claim compensation if the data protection rules are broken and this harms you in some way

We may refuse your information rights request for legitimate reasons, which depend on why we’re processing it. Some rights may not apply in these circumstances:

* Your right to have all personal data deleted or destroyed doesn’t apply when the lawful basis for processing is legal obligation or public task
* Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
* Right to object to the use of your private data doesn’t apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t have the right to object, but you have the right to withdraw consent

**Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we’ve done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner’s Office in one of the following ways:

* Report a concern online at <https://ico.org.uk/concerns/>
* Call 0303 123 1113
* Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

* Mr Hinnem