

St Joseph's Catholic Primary School

Privacy Notice



*"Praying together,
Learning for life,
Caring for all"*

Date: May 2018

To be reviewed: May 2019

1. Your personal data – what is it?

Personal data relates to a natural, living individual who can be identified from that data.

Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

The processing of personal data is governed by the General Data Protection Regulation (the "GDPR") which comes into force on May 25th 2018.

2. Who are we?

St Joseph's Catholic Primary School is the data controller. The Data Controller decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

St Joseph's Catholic Primary School complies with its obligations under the "GDPR" by

- ✓ keeping personal data up to date;
- ✓ by storing and destroying it securely;
- ✓ by not collecting or retaining excessive amounts of data;
- ✓ by protecting personal data from loss, misuse, unauthorised access and disclosure
- ✓ and by ensuring that appropriate technical measures are in place to protect personal data.

4. What we use your personal data for

- ✓ To enable us to provide a responsible and safe school for the benefit of our children;
- ✓ To administer pupil assessments, progress and records;
- ✓ To manage our staff, pupils, governors, employees and volunteers;
- ✓ To maintain our own accounts and records;
- ✓ To inform you of news, events, activities and services running at our School;
- ✓ To share your contact details with the DFE and Local Authority on a statutory basis.

5. What is the legal basis for processing your personal data?

- ✓ We require explicit consent for the data subject so that we can keep you informed about school news, events, activities and services.
- ✓ Processing is necessary for carrying out obligations under employment, social security or social protection law, or collective agreement;
- ✓ Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with others for purposes connected with the school. We will only share your data with third parties outside of the school with your consent or if the law allows us to do so.

7. How long do we keep your personal data¹?

We keep data in accordance with the guidance set out in the guide which is available from the DFE and is detailed in our Retention Policy.

8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which St. Joseph's Catholic Primary School holds about you;
- The right to request that St. Joseph's Catholic Primary School corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for St. Joseph's Catholic Primary School to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To discuss anything in relation to this Privacy Notice please contact: Mrs E Taylor, Head Teacher, St. Joseph's Catholic Primary School, Marlborough Road, Sale, Cheshire, M33 3AF.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.