



# Bishop Chadwick

## Catholic Education Trust

### Bishop Chadwick Catholic Education Trust Privacy Notice Pupil and Parent-Carers (Primary Schools)

<b>Policy Owner</b>	<b>IT Manager</b>
<b>Date Policy was Initially Agreed by Directors</b>	<b>April 2022</b>
<b>Review Date(s)</b>	<b>February 2024 May 2026</b>
<b>Date Agreed by Directors</b>	<b>18 May 2026</b>
<b>Next Review Date</b>	<b>May 2028 (or as legislation requires)</b>

## **1. Pupil and Parent Privacy Notice**

The Bishop Chadwick Catholic Education Trust is committed to keeping your personal information safe and secure.

This notice is intended to provide information about how the Trust (and associated schools) will use or “process” personal data about individuals including current, past, and prospective pupils (“pupils”) and their parents, carers or guardians (referred to in this notice as “parents”).

We take the security of your data very seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed and is not accessed except by its employees and service providers in the performance of their duties.

If you find this privacy notice difficult to understand, you can ask your parents or another adult such as your teacher to help you understand it.

## **2. Responsibility for Data Protection**

The Bishop Chadwick Catholic Education Trust is the data controller for personal information held by the schools within the Trust and is registered with the Information Commissioner’s Office (ICO), registration number ZA179577.

The Data Protection Officer, Sarah Burns, is responsible for ensuring that the Bishop Chadwick Catholic Education Trust complies with the Data Protection Law.

The Headteacher in each school is responsible for ensuring that their school complies with the Trust’s policies and procedures in relation to Data Protection.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed.

## **3. The personal data we hold**

We hold 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, medical and education professionals, and the government. This information includes:

- Personal information and contacts (such as name, date of birth, gender, nationality, unique pupil number, email address, telephone number and address)
- Photographs and video images
- Characteristics (such as language, ethnic origin, religious belief and free school meal eligibility)

- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Medical information (such as doctor's information, child health, allergies, medication and dietary requirements, information forming part of an Education Health and Care Plan)
- Special Educational Needs information (including the needs, information from other professional services, information contained in an Education Health and Care Plan)
- Safeguarding information (such as court orders and professional involvement)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Assessment and attainment information (such as key stage 1 and phonics results, key stage 2 results)
- School trip information (such as consents and current medical issues, or voluntary contributions made)
- Provision of educational software in support of teaching and learning
- Information to enable pupils/students to be provided with a school meal
- Information required to meet our statutory requirements for statutory returns and audit
- CCTV captured images, to keep our premises safe and secure

This list is not exhaustive.

#### **4. Why we use this information**

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

- provide you with an education including extra-curricular activities
- look after your wellbeing and to safeguard our pupils' welfare providing appropriate pastoral (and where necessary, medical) care
- monitor pupils' progress and educational needs
- enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils at the school
- maintain relationships with the school community
- help us with management planning and forecasting, research and statistical analysis and to enable us to monitor the school and Trust's performance
- monitor use of the school's IT systems in accordance with the school's Acceptable Use of IT Systems Policy
- receive information about current and prospective pupils from any educational institution that they attended
- confirm the identity of prospective pupils and their parents
- use photographic or video images of pupils in learning journeys or in school displays for legitimate educational purposes. Photographs for promotional use or for use in school newsletters or school or other websites or media will only be used with pupils'/ parents' permission

- create invoices and process payments for services such as school meals, school trips etc
- for security purposes, and for regulatory and legal purposes (for example child protection and health and safety) and to comply with our legal obligations
- receive reports from any organisation that may be working with you/ your child
- where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school/Trust
- to keep you updated about the running of the school (such as emergency closures), events or activities including by sending updates and newsletters by email and post
- administer admissions waiting lists

## **5. Use of personal data for marketing purposes**

Where you (parents/carers) have given us consent to do so, we may send you information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. This may include relevant and appropriate information about fundraising events held by the school or other local charities, or information about local commercial or not for profit services such as holiday clubs, child-friendly activities or other children's services.

You can withdraw consent or 'opt out' of receiving these emails and/or texts by contacting the school office.

## **6. The legal basis on which we process this information**

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 (in meeting the statutory duties placed upon us)
- We need to use it to carry out a task in the public interest (to provide you with an education)
- There is a recognised legitimate interest such as sharing personal information to help the Local Authority perform their public tasks or official functions

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission (consent) to use it in a certain way
- We need to protect your or someone else's vital interests (protect your life)
- There is a legitimate interest, and personal information is used in a manner which you would reasonably expect

Where we have received permission (consent) 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.

## **7. Collecting this information**

Pupil data is essential for the schools' operational use.

While in most cases you, or your parents, must provide the personal information we need to collect, there are some occasions when you can choose whether to provide the data.

We will always tell you if it is optional or if you must provide the data, we will explain what might happen if you do not.

In addition, when you/ your child joins us from another school, we receive a secure file containing all relevant information called a Common Transfer File (CTF).

We ask parents to keep pupil information up to date. You will receive invites to register from your school and reminders to update your information regularly throughout the school year.

## **8. Storing information**

We keep personal information about pupils and parents while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations.

For information on how we keep your data safe, read our Data Protection Policy and Data Retention Policy and Schedule on the school website.

## **9. Sharing pupil information**

We share data for the reasons listed above ("Why we collect and use this information").

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:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions, to fulfil our public tasks or where there is a recognised legitimate interest.
- The Department for Education
- A pupil's family and representatives
- Schools within the Bishop Chadwick Catholic Education Trust

- Educators and examining bodies
- Our regulator (Ofsted)
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities such as the School Nurse and other medical professionals
- Health and social welfare organisations
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations in support of pupils' needs
- Police forces, courts, tribunals
- Professional bodies
- Schools that the pupils attend after leaving us
- Our ICT support supplier
- School meal providers where relevant allergy information is vital (usually primary settings only)
- Suppliers and service providers and educational software providers in support of teaching and learning to enable them to provide the service we have contracted them for such as:
  - Our school MIS
  - CPOMS – safeguarding and behaviour management system
  - Group call/School Comms/ Parent Pay – our parent communication and payment systems
  - Educational and Assessment Software – in support of teaching and pupil assessment – Microsoft Teams, My Maths, Hegarty Maths, Loom, Spelling Shed, Dr Frost Maths, Tapestry, Class DoJo, See Saw, Times Tables Rock Stars
  - Egress – to provide encrypted secure file transfer within Microsoft Outlook
  - Microsoft 365 – including Microsoft Outlook, Microsoft OneDrive, Microsoft Teams
  - Google Workspace – including Google Drive, Google Classroom, Google Meets
  - H&S Accident Reporting
  - Parents Evening Booking Systems – Microsoft Teams, Soft Cloud

This list is not exhaustive.

We may also share your information with:

- other partners, where we have your consent for example, music teachers
- other third-party partners, where we have your consent, providing services such as after school clubs

We will never sell your data.

## 10. 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](#), 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](#).

You can also contact the [Department for Education](#) if you have any questions about the database.

## 11. Transferring data internationally

When we share information or store it in our school systems, your data may be transferred outside of the UK. Where this is the case we will ensure organisational and technical measures are in place, including any necessary contracts, agreements or clauses necessary to protect your data and in compliance with UK Data Protection legislation.

## 12. Your rights over your information

You have a number of rights over how your personal data is used and kept safe, including the right to:

- Ask to access your personal data, known as a Subject Access Request
- Say that you do not want it to be used if this would cause, or is causing, harm or distress
- Say that you do not want it used to make automated decisions about you (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- You may also ask us to send your personal information to another organisation electronically in certain circumstances

To exercise any of these rights, please contact the school. Contact details can be found on the school website, using this link: [School Websites](#)

### **13. Contact us**

Should you wish to exercise any of your rights or should you have any questions, concerns, or you would like more information about anything mentioned in this Privacy Notice, please contact the school using this link: [School Websites](#). For all Data Protection related queries, please email: [dataenquiries@bccet.org.uk](mailto:dataenquiries@bccet.org.uk) which will be manned by the CSO lead for data enquiries.

### **14. Complaints**

We take any complaints about our collection and use of your personal information very seriously. If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please raise this with the school direct using this link: [School Websites](#) in the first instance.

An acknowledgement confirming receipt of the complaint will be sent to you within 30 days of receipt and a full response provided as soon as possible, and in any event, without undue delay.

Should you remain dissatisfied, you can make a complaint to the Information Commissioner's Office:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF

<https://ico.org.uk/concerns/>  
Call: 0303 123 1113