



# St Joseph's Roman Catholic High School

## GDPR privacy notice for students and their families

Schools are required to inform students and their families about how their personal data may be collected and used. This requirement is specified in General Data Protection Regulation (GDPR) which came into effect on 25 May 2018. Further in depth information regarding the use of data by the school can be found in the GDPR Data Protection Policy, available on the school website.

### Who processes your information?

St Josephs' RC High School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed. Karen Wood is the individual who acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01204 697456 or [office@st-josephs.bolton.sch.uk](mailto:office@st-josephs.bolton.sch.uk).

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that St Josephs' RC High School upholds are imposed on the processor.

Tom Powell, Head of Internal Audit, Bolton Council is the data protection officer. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 0161 600 7993 or by email: [schools.dpo@manchester.gov.uk](mailto:schools.dpo@manchester.gov.uk).

### Why do we collect and use your information?

St Josephs' RC High School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

### Which data is collected?

The categories of student information that the school collects, holds and shares include the following:

- Personal information – e.g. names, student numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions



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Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

## How long is your data stored for?

Personal data relating to students at St Josephs' RC High School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task the data was collected for originally.

Will my information be shared?

The school is required to share students' data with the DfE on a statutory basis, this includes the following:

- Student's unique learner number (ULN)
- Details about a student's learning or qualifications
- Sharing data to underpin school funding and educational attainment policy and monitoring

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The National Student Database (NPD) is managed by the DfE and contains information about students in schools in England. St Josephs' RC High School is required by law to provide information about our students to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our students from the NDP with third parties who promote the education or wellbeing of children in England by:

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

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

St Josephs' RC High School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares students' information with:

- *Bolton Council*
- *Careers Partners*
- *SISRA Analytics*
- *Epraise*
- *Subject-related software providers*
- *School meal providers*



# St Joseph's Roman Catholic High School

Once our students reach the age of 13, we are required by law to pass on certain information to our LA or those bodies authorised and responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data for students who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all students and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the LA or other authorised bodies by informing Karen Wood administrator via email or letter. Once students reach 16 years of age, this right is transferred to them, rather than their parents. For more information regarding services for young people, please visit our LA's website: [www.bolton.gov.uk](http://www.bolton.gov.uk).

We are also required to pass certain personal information to careers services once students reach the age of 16. The information accessible by careers services includes:

- Student's unique learner number (UPN)
- Basic details: including name, DoB, gender
- Details about a student's learning or qualifications

## What are your rights?

Parents and students have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how St Josephs RC High School uses your personal data.
- Request access to the personal data that St Josephs RC High School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way St Josephs RC High School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>

## Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website St Josephs RC High School or download our [GDPR Data Protection Policy](#).

If you cannot access the website, please contact the LA on:

- Information Management Unit,  
Department of People, Bolton Council  
1<sup>st</sup> Floor, Town Hall, Bolton, BL1 1UA  
website: [www.bolton.gov.uk](http://www.bolton.gov.uk)  
email: [ec.imu@bolton.gov.uk](mailto:ec.imu@bolton.gov.uk)