



**Havering**  
LONDON BOROUGH



<b>Name of School</b>	<b>St Joseph's Catholic Primary School</b>
<b>Policy review Date</b>	<b>Spring 2023</b>
<b>Date of next Review</b>	<b>Summer 2025</b>

## Privacy Notice Parent/Carers - Use of Your Data

St Joseph's is a joyful community which follows the example of Jesus, helping, accepting and respecting everyone, as we learn and grow together, safe in His love.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data.

St Joseph's Catholic Primary School is the 'data controller' for the purposes of data protection law.

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers, or other consented contact details provided by yourselves).
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school
- Your religion, as part of our admission arrangements

We may also hold data about you that we have received from other organisations, including other schools and social services.

## **Why we use this data**

We use the data listed above to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Comply with our legal and statutory obligations

## **Use of your personal data in automated decision making and profiling**

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## **Our lawful basis for using this data**

We only collect and use your personal data the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting this information**

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

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

- Local authorities
- Government department or agencies
- Your children
- Police forces, courts, tribunals

## **How we store this data**

We keep personal information about you whilst your child/children are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

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

We will dispose of your personal data securely when we no longer need it.

## **Data sharing**

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority, London Borough of Havering, to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- Our regulator, eg Ofsted
- Catholic Education Service
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Your rights**

You have a right to make a 'subject access request' to gain access to personal information that we hold about yourself. If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. You can access St Joseph's Subject Access Request Form via the school's website: <https://st-josephs-upminster.net/wp-content/uploads/2018/05/Pupil-subject-access-request-form2018-ver-1.pdf>

Please forward this to the school marked for the attention of the Data Protection Officer or email [dpo@st-josephs.havering.sch.uk](mailto:dpo@st-josephs.havering.sch.uk)

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

### **Complaints**

We take any complaints about our collection and use of 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 us in the first instance.

To make a complaint please write to St Joseph's and mark it for the attention of the Data Protection Officer or email [dpo@st-josephs.havering.sch.uk](mailto:dpo@st-josephs.havering.sch.uk).

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school office [office@st-josephs.havering.sch.uk](mailto:office@st-josephs.havering.sch.uk)