

All Saints Catholic High School

Privacy notice for nominated family contacts representing parents or carers

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 about individuals we employ, or otherwise engage, to work at our school.

We, All Saints Catholic High School are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mr J Prosser who can be contacted at the school address above or via email DPO@allsaints.sheffield.sch.uk with any queries regarding this policy.

The personal data we hold

You may find it helpful to refer to the ICO's definitions of 'personal data' and 'special categories of personal data' based on the General Data Protection Regulation.

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details which usually includes emergency contact numbers
- Email
- CCTV footage

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about:

- Sometimes we may have an arrangement with the parent or carer for us to have a still image of you for record purposes

Why we use this data

Because you may act on behalf of the parent or carer and to ensure compliance with our safeguarding procedures.

Our lawful basis for using this data

You may wish to refer to the ICO's guidance on the lawful basis for processing.

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

You have been nominated by the parent or carer as a family contact. We consider that you have been consulted with by the family and as result provided us with consent to use your data, you may withdraw this consent at any time.

Collecting this information

While the majority of information we collect about you is provided by the parent or carer, there is some information that you can choose whether or not to provide to us, you must consult with the parent or carer to clarify what personal data they have shared with us.

How we store this data

We create and maintain a personal file for each student, which will show your collected personal information. The information contained in this file is kept secure and is only used for purposes directly relevant to your role as a nominated contact.

Once the student has left us will retain this file and delete the information in it in accordance with our record retention schedule.

Data sharing

We do not share information about you with any third party without your 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:

- *Police forces, courts, tribunals*

Transferring data internationally

We do not transfer personal data to a country or territory outside the European Economic Area.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- 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
- 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 may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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 contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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

This notice is based on the [Department for Education's model privacy notice](#) for the school community, amended to reflect the way we use data in this school.