



PRIVACY NOTICE FOR PUPILS ATTENDING LORETO COLLEGE

(also provided to parents and carers)

This letter might be difficult for you to understand. You can ask your parents or another adult such as your teacher to help you understand it.

It is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information.'

Loreto College collects a lot of data and information about our pupils so that we can run effectively as a school. This privacy notice explains how and why we collect pupils' data, what we do with it and what rights parents and pupils have.

Who we are

You already know that your school is called Loreto College, St Albans. The Academy is the organisation which is in charge of your personal information. This means the Academy is called the Data Controller.

The postal address of the Academy is
Loreto College,
St Albans,
Herts,
AL1 3RQ

If you want to contact us about your personal information you can contact our Data Protection Officer who is Mrs S Kerry. You can speak to her in school or you can leave a letter at reception or send one by post.

Why do we collect and use pupil information?

The collection and use of your information is lawful for the following reasons:

- The Academy is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us, such as our duty to safeguard pupils.
- It is necessary in the public interest for us to hold and use your information for the purposes of our function of providing schooling and an education for our pupils. We have a legitimate interest in disclosing your information in order to provide effective education and pastoral care suited to your needs.
- We will not usually need consent to disclose your information. However, if at any time it appears to us that we require consent, then you will be consulted and your consent

sought before a disclosure is made. You may change your mind at any time, even after consent is given. If we think that you will not understand what we are asking, then we will ask your parent or carer instead. Usually, we will involve your parents even if you can make your own decision.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for it to be provided and for the academy to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided. Where the personal data we collect about pupils is sensitive, we will only process it where:

- we have explicit consent;
- processing is necessary to protect the vital interests of the pupil concerned.

How we use pupil information

We, Loreto College, collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and / or the Department for Education (DfE). When we share our students' personal data, as we sometimes need to, we comply with the appropriate regulations.

We use the pupil data to support our statutory functions of running a school, in particular:

- to decide who to admit to the school;
- [to maintain a waiting list];
- to support pupil learning;
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing;
- for the protection and welfare of pupils and others in the school;
- for the safe and orderly running of the school;
- to promote the school;
- to communicate with parents / carers.

The information we hold and share might include your

- Personal Information eg. name, address, contact details.
- Characteristics eg. ethnicity, language, medical needs, nationality, free school meal eligibility.
- Attendance information, eg. sessions attendance, reasons for absence
- Assessment results, examination results.
- Pastoral information eg. interests
- Photographs (there is a separate policy on the use of photographs).
- Biometric data for the canteen.
- CCTV footage for security and pupil safety.

For pupils enrolling for public exams we will be given a unique learner number (ULN) and also details about your previous learning or qualifications.

When we give your information to others

We will normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into

account, in particular where a Court has decided what information a parent is allowed to have.

We will also disclose your personal data to:

- Your new school if you move schools
- Disclosures connected with SEN support –School nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- St Albans schools' Partnership Family Support
- Police & Courts of Law
- Westminster Diocese
- Department for Education *
- National Pupil Database **

The information disclosed to these people / services may include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

Once our pupils reach the age of 13, the law requires us to pass on certain information to Hertfordshire Education Authority and Youth Support Services, who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education, and training providers in order to secure appropriate services for them.

A parent / guardian can request that **only** their child's name, address and date of birth be passed to the above services by informing the school office. This right is transferred to the child once she reaches the age 16. For more information about services for young people, please go to our local authority website <https://www.hertfordshire.gov.uk/services/Schools-and-education/Schools-and-education.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact: DPO@loreto.herts.sch.uk.

Information Transfer

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your parents' lives abroad or if you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information.

How long we keep your information

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our pupil file. We usually keep these until your 25th birthday unless you move to another school in which case we send your file to your new school. Where there has been a Child Protection Issue your records will be kept for longer.

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)

- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy, available on the school website or you can request a copy from reception. .

If you wish to complain about what we do with your personal information address your complaint to the DPO by letter or email dpo@loreto.herts.sch.uk. If you are not happy with our response then you can complain to the Information Commissioner's Office:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

* note re DFE

To include in Data Protection policy. We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

** note re NPD

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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 [National pupil database: user guide and supporting information - GOV.UK](#).

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>