

# Our Lady and St Patrick's College, Knock



## Privacy Notice for Students and Parents

### Notice Details

Legal Status	Adopted	Version Date	Last Review	Next Review	Responsible
Statutory	7 <sup>th</sup> March 2023	February 2023	2018	As required	Miss McLaughlin

### Related Documents

1. Data Protection Policy
2. Data Breach Management Procedure
3. Subject Access Request (SAR) Procedure
4. Disposal of Records Schedule

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## 1. Introduction

Our Lady and St Patrick's College, Knock is the Data Controller of the personal information we hold about our students and their parents/guardians. This means that we are responsible for deciding how we hold and use the personal information which we collect.

We are required under the General Data Protection Regulation (GDPR) to notify you of the information contained in this Privacy Notice.

We collect and use student information under the Education Act (Northern Ireland) 2014 and other legislation. You may find the specific legislation at <https://www.education-ni.gov.uk/department-education-legislation>.

The majority of student information you provide to us is information which you are legally obliged to provide but some student information is provided to us on a voluntary basis. When collecting information from you we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

This notice applies to prospective, current and former students, their parents/guardians and those applying for a place at the school and their parents/guardians. We may update this notice at any time but, if we do so, we will inform you as soon as reasonably practicable.

It is important that you read and retain this notice, together with any other Privacy Notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under GDPR.

If you have any questions about this Privacy Notice or how we handle personal information, please contact the Principal who will deal with your query. The Principal can be contacted at:

Our Lady and St Patrick's College, Knock  
120 Gilnahirk Road  
Belfast  
BT5 7DL

Telephone: 028 9040 1184  
Email: [info@knock.co.uk](mailto:info@knock.co.uk)

Our Data Protection Officer is the Education Authority where the Information Governance Team monitors the College's data protection procedures to ensure they meet the standards and requirements of GDPR. Please contact Information Governance, Education Authority at [dpo@eani.org.uk](mailto:dpo@eani.org.uk) or 028 8241 1300.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows:

The Information Commissioner's Office - Northern Ireland  
3<sup>rd</sup> Floor  
14 Cromac Place  
Belfast  
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114  
Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)

## **2. How Do We Collect and Hold Personal Information?**

We collect some personal information about our students and their parents/guardians during a student's application process to the College.

We will sometimes collect additional information from third parties such as the Education Authority, Department of Education, examination boards or previous school(s) attended by a student.

We mainly collect personal information about our students and their parents/guardians throughout the course of the student's time at the school, for instance, when completing educational visit consent forms, from statutory curriculum assessments and throughout our relationship with a student when we are exercising our legal obligations as a public educational body and through our pastoral care.

## **3. What Personal Information Do We Collect, Store and Use about Our Students?**

Personal information is information that identifies you and relates to you. We will collect, store and use the following categories of personal information about our students:

- Personal information (such as name, age, date of birth, photographs/video recordings and unique pupil number)
- Contact information (such as address, next of kin details and emergency contact information)
- Admissions details and information from previous schools
- Attendance information (such as sessions attended, number of absences and reasons for absence)
- Assessment information (such as statutory assessment process, Entrance Assessment outcomes, GCSE/post-16 qualifications, Unique Learner Number and standardised tests provided by commercial companies)
- Safeguarding information, including court orders
- Information on positive behaviour management, suspension and exclusion
- CCTV footage captured in school and other information obtained through electronic means
- Non-sensitive characteristic information (such as free school meal eligibility)
- Special categories of information (such as ethnic group, language, country of birth, nationality, religion, information regarding health, special educational needs, allergies and disability)
- Biometric information (as part of the cashless catering system)
- Information about student use of our information and communications systems

## **4. What Personal Information Do We Collect, Store and Use about Our Students' Parents/Guardians?**

We will collect, store and use the following categories of personal information about our students' parents/guardians:

- Personal information (such as name and photographs)
- Contact information (such as address, telephone number, email address)
- Financial information (such as bank account details, payment history, voluntary donations)
- Information provided in the Student Registration and Data Consent Booklet
- CCTV footage captured in school and other information obtained through electronic means
- Photographs/video recordings from school events, including PTA

## 5. Why Do We Collect, Store and Use this Information?

We will only use personal information when the law allows us to. Most commonly, we will use personal information relating to our students and their parents/guardians where we need to comply with our legal obligations and where it is needed in the public interest for us to exercise our authority as a public educational body.

In some cases, we may use personal information where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example, the College has a legitimate interest in providing students with an education, safeguarding and promoting student welfare, facilitating the efficient operation of the school and promoting the objects and interests of the College, including fundraising.

We may also use your personal information, less frequently, to protect a student's or their family's interests (or someone else's interests), for example, when investigating a complaint made by another student.

We keep personal information electronically on the College's information management systems, the IT network, or manually in indexed filing systems.

Situations in which we will use personal data, including special category data, include:

<b>Teaching and Learning</b> , for example: <ul style="list-style-type: none"><li>• to monitor and report on student progress</li><li>• to provide appropriate pastoral care</li></ul>	<b>Statutory Returns</b> , for example: <ul style="list-style-type: none"><li>• to monitor equal opportunities</li></ul>
<b>Safeguarding and Child Protection</b> , for example: <ul style="list-style-type: none"><li>• to safeguard students</li><li>• to manage a student's absence</li></ul>	<b>Security</b> , for example: <ul style="list-style-type: none"><li>• to comply with health and safety obligations</li><li>• to comply with the law regarding data sharing</li></ul>
<b>Business Continuity</b> , for example: <ul style="list-style-type: none"><li>• to assess the quality of our services</li></ul>	<b>Access to Systems</b> , for example: <ul style="list-style-type: none"><li>• to support student learning</li></ul>
<b>Communications</b> , for example: <ul style="list-style-type: none"><li>• to foster links between the College and the local community, including fundraising events</li></ul>	<b>Sound Financial Management</b> , for example: <ul style="list-style-type: none"><li>• to provide more efficient means of payment for school facilities such as catering services</li></ul>

## 6. Consent

Whilst the majority of the personal data provided to the College is required for us to comply with our legal obligations, some of that information is provided on a voluntary basis through parental consent (namely, a parent/guardian's express agreement). A student aged 13 or over is considered capable of giving consent themselves and will not require express agreement from a parent/guardian. However, if a child is not considered capable of giving consent themselves, for example, due to an identified special educational need, an adult with parental responsibility may exercise the child's data protection rights on his/her behalf.

Where we need consent, the College will provide the person with parental responsibility for a student or, if aged 13 or over, the student him/herself, with a specific and clear notice which explains the reasons why

the data is being collected and how the data will be used. You should be aware if you do not consent to our collection of this type of data, this will not affect the standard of education we deliver.

If we ask for your consent to use personal information, you can take back this consent at any time. To withdraw your consent, please contact the Principal. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose you originally agreed to, unless we have another legitimate basis for doing so in law. Please be aware that we do not need to obtain parental consent if personal data is to be processed for the purposes of obtaining counselling services for the child.

## **7. How Long Is the Information Stored For?**

We will only keep personal information for as long as necessary to fulfil the purposes we collected it, for example, to educate and look after students, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We do not store personal data forever; we only hold student and family data for as long as we are legally able to do so. However, sometimes we will keep personal information for historical reasons (e.g., year group photographs, reunions, references, etc.) but you will always have a right to ask for it to be destroyed.

This is a link to the Department of Education Document Retention and Disposal Policy which can be found at <https://www.education-ni.gov.uk/publications/disposal-records-schedule>. This will give you more information about how long we keep personal information.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances, we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

## **8. Data Security**

Appropriate security measures are in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a need to know. They will only process personal information on our instructions and they are subject to a duty of confidentiality.

We have also put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator (currently the Information Commissioner's Office) of a suspected breach where we are legally required to do so.

## **9. Who We Share Student Information With**

We may have to share student/family data with third parties, including third-party service providers and other bodies such as:

- The new school(s) that the student attends after leaving the College
- The Education Authority (EA)
- The Department of Education Northern Ireland (DE)
- C2k School Management Information System
- The Council for Curriculum Examinations and Assessments (CCEA) and other examination boards
- Commercial standardised test providers

- Department of Health and Health & Social Care Trusts
- College PTA
- Exceptional Circumstances Body
- Middletown Centre for Autism
- Youth Council for Northern Ireland
- General Teaching Council for Northern Ireland (GTCNI)
- Department for the Economy Careers Service
- Universities and prospective employers
- College auditors, insurers and legal advisers
- Education Training Inspectorate
- PSNI
- Information Commissioner's Office
- Other third parties as appropriate

#### **10. Why We Share Student Information**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. We only permit access to personal data for specified purpose and in accordance with our instructions.

We are required to share student data with the Department of Education and/or the Education Authority on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We also share information with the NHS or a student's destination upon leaving school.

#### **11. Students Aged 13+**

Once our students reach the age of 13, we also pass student information to the Education Authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent/guardian can request that only their child's name, address and date of birth are passed to the Education Authority or provider of youth support services by informing us. This right is transferred to the student once he/she reaches the age of 16, provided that the student remains capable of exercising that right.

#### **12. Students Aged 16+**

We will also share certain information about students aged 16+ with the Department of Education and/or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

### 13. School Census

The Department of Education has a legal right to ask for particular information under the Education and Libraries (NI) Order 2003 and is referred to as the 'School Census'. This information includes details on student characteristics such as date of birth, gender, ethnicity, religion, free school meal entitlement and special educational needs status. A number of statistical releases are made available through the Department of Education website covering data on enrolments, participation rates, pupil teacher ratios, school leavers, attendance and school performance.

### 14. Transferring Information Outside the UK

We may transfer personal information outside the UK, for example, when:

- we ask you and/or your child to use certain software applications;
- we store information on computer servers based overseas; or
- we communicate with you or your child when you are overseas (for example, during educational visits or during the holidays).

### 15. Your Rights of Access, Correction, Erasure and Restriction

Under GDPR, students and parents have the right to request access to information about them that we hold. To make a request for your personal information or access to your child's educational record, please contact the Principal.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Under certain circumstances, by law a parent/guardian or a child over the age of 13 (who is considered competent to do so) has the right to:

- **Request access** to personal information (commonly known as a 'Data Subject Access Request'). This enables you to receive a copy of the personal information we hold about you and your child and to check that we are lawfully processing it. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- **Request correction** of the personal information that we hold about you and your child. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example, if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party, for instance a new school.