

Our Lady's Catholic High School

Privacy Notice:

Appendix A

'Our Lady's is first and foremost a Catholic school. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognise the unique value of each individual. Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community'.

(from OLCHS Mission Statement)

Last Review Date: Spring Term 2019

Next Review: Spring Term 2021

Appendix A: Privacy Policy

Introduction

We are committed to safeguarding the privacy of the personal information held on staff and pupils. In this policy, we explain how we will treat your personal information.

Collecting Personal Information

We may collect, store and use different types of personal data, for example:

Staff personal details such as:

- Name
- Address
- Telephone number
- Email Address
- Bank Details
- NI number
- Next of Kin

Pupil personal details such as:

- Name
- Address
- Parent's/carer's telephone number
- Parent's/carer's email address
- Medical conditions

Using Personal Information

Personal information will be used only for the business of the school. Information will be shared only with authorised bodies/agencies on official school business in accordance with our Data Sharing Agreement.

Disclosing Personal Information

We may disclose your personal information:

- To authorised agencies in connection with official school business;
- To the extent that we are required to do so by law;
- In connection with any ongoing or prospective legal proceedings;
- In order to establish, exercise or defend our legal rights.

Retaining Personal Information

This section sets out the data retention policies and procedures which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal information.

- Staff Data: this data shall be kept for a period of 7 years from the date of leaving.
- Pupil Data: this data shall be kept for a period of 10 years from the date of leaving.
- SEN Data: this data shall be kept for a period of 25 years from the date of leaving.
- Safeguarding Data: this data shall be permanently retained.

On expiry of these timescales the relevant data will be deleted or destroyed in a secure manner.

Notwithstanding the provisions above, we will retain records and documents containing personal data:

- To the extent we are required to do so by law;
- If we believe the records/documents may be relevant to any ongoing or prospective legal proceedings;
- In order to establish, exercise or defend our legal rights.

Security of Personal Information

- We will take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information;
- We will store all the personal information you provide in a secure location, with access secured to only those authorised as part of their role;
- You are responsible for keeping your passwords for accessing all school systems confidential.

Your Rights

You may instruct us to provide you with any personal information we hold about you; the provision of such information will be subject to:

- The payment of a fee
- The supply of appropriate evidence of your identity, such as:
 - Passport
 - Driving Licence
 - Birth Certificate
- You may request a copy of your personal information in a usable format for you to instruct a third party to hold for you.