ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL PARENTS/CARERS' PRIVACY NOTICE FOR PUPIL DATA NOVEMBER 2025

Under UK 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 **pupils**.

This privacy notice applies while we believe your child is not capable of understanding and exercising their own data protection rights.

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), you should instead refer to our privacy notice for pupils to see what rights they have over their own personal data.

We, St Francis of Assisi Catholic Primary School, Treadgold Street, W11 4BJ are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tamsin Roberts (see 'Contact us' below).

The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Information about your child's use of the our information and communications systems, equipment and facilities (e.g. school computers)

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

- Information about characteristics such as ethnic background, religious beliefs, or special educational needs
- Information about any medical conditions we need to be aware of, including physical and mental health
- Photographs and CCTV images captured in school

We may also hold data about your child that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data listed above:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

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.

Use of your child's personal data for filtering and monitoring purposes

While your child is in our school, we may monitor their use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. Safeguarding Policy, Acceptable Use Policy) and our legal obligations
- Keep our network and devices safe from unauthorised access and prevent malicious software from harming our network
- Protect your child's welfare

Our lawful basis for using this data

Our lawful bases for processing your child's personal data for the purposes listed in section 3 above are as follows:

- For the purposes of supporting pupil learning, monitoring pupil progress, providing appropriate pastoral care, protecting pupil welfare and administering admissions waiting lists in accordance with the 'public task' basis - we need to process data to fulfil our statutory function as a school as set out in The Education Act 1996 and statutory guidance issued by the Government including Keeping Children Safe in Education
- For the purposes of complying with the law regarding data sharing and ensuring that our information and communication systems and equipment are used appropriately in accordance with the 'legal obligation' basis - we need to process data to meet our responsibilities under law as set out in The Education (Information About Individual Pupils) (England) Regulations 2013
- For the purposes of carrying out research, in accordance with the legitimate interests basis - where there's minimal privacy impact and we have a compelling reason, including:

  Scientific research and statistical purposes which are 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)

We only collect and use 'special category' data when we have both a legal basis as set out above and one of the following conditions for processing as set out in UK data protection law;

- We need to process the data for health or social care purposes and the processing is done under the direction of a health or social work professional
- We need to protect an individual's vital interests (ie protect your life or someone else's life) in situations where you are physically incapable of giving consent
- We need to process the data for public health reasons and the processing is done under the direction of a health professional
- We need to process the data for archiving purposes, scientific or historical research and statistical purposes which are in the public interest
- We need to perform or exercise an obligation or right in relation to social protection law
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise of deference of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Where we have obtained consent to use your child's 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 pupil's 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 your child is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying) or whether you have a choice.

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

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals
- Other schools or trusts
- Department for Education

How we store this data

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations or to meet our regulatory requirements. We retain information as set out in the school's data retention schedule which follows the Department for Education's data protection guidance. To request a copy of the data retention schedule please contact Tamsin Roberts through the school office.

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.
We will dispose of your child's personal data securely when we no longer need to keep it.

Data sharing

We do not share information about pupils 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 UK data protection law) we may share personal information about pupils with:

- Our local authority, Royal Borough of Kensington and Chelsea, to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Schools that your child may attend after leaving us, to meet our legal obligations to share certain information with it such as assessment data or safeguarding information
- The Department for Education- To meet our legal obligation to share certain information with it, such as assessment data
- The pupil's family and representatives- to fulfil the legitimate interest of the third party requesting the information
- Educators and examining bodies- to enable them to provide the service we have contracted them for, such as peripatetic music teachers and music exam boards
- Ofsted- to meet our legal obligations to share certain information with it
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations (Online payment platform)
- Central and local government- to meet our legal obligations to share certain information with it
- Our auditors-to meet our legal obligations to share certain information with it
- Survey and research organisations- to fulfil the legitimate interest of the third party requesting the information
- Health authorities- to protect pupils vital interests, such as emergency treatment
- Security organisations-to enable them to provide the service we have contracted them for, such as CCTV companies
- Health and social welfare organisations- to protect pupils vital interests, such as school nurse and other medical professionals
- Professional advisers and consultants – to enable them to provide the service we have contracted them for

- Charities and voluntary organisations- to fulfil the legitimate interest of the third party requesting the information
- Police forces, courts, tribunals- to meet our legal obligations to share certain information with it
- Professional bodies- to fulfil the legitimate interest of the third party requesting the information
- Diocese- to meet our legal obligations to share certain information with it

Sharing Data with the Department for Education (DfE)

The Department for Education (a government department) collects personal data from schools and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority, via various statutory data collections.

The data shared will be in line with the following relevant legislation:

- Section 3 of the Education (Information About Individual Pupils)(England) Regulations 2013

The data is transferred securely and held by the Department for Education under a combination of software and hardware controls that meet the current government security policy framework.

The data we share with the DfE is used for a number of purposes, including to:

- Inform funding
- Monitor education policy and school accountability
- Support research

The information shared with the DfE could include:

- Your child's name and address
- Unique pupil numbers
- Pupil matching reference numbers
- Gender or ethnicity
- Details of any special educational needs (SEN)
- Details of schools attended
- Absence and exclusion information
- Information relating to exam results
- Information relating to any contact with children's services

Please note this list is not exhaustive.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's web page on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

Transferring data internationally

We may share personal information about you with the following international third parties, where different data protection legislations applies:

- Schools or educational establishments abroad
- App or cloud server providers

Where we transfer personal data to a third party country or territory, we will do so on the basis of an adequacy regulation in accordance with UK data protection law.
In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

Parents and pupils' rights regarding personal data

You have a right to make a **'subject access request'** to gain access to personal information that the school holds about your child.

If you make a subject access request, and if we do hold information about you or your child, 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 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 child's 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.

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make a subject access request on their behalf.

Your right to access your child's educational record

Parents, or those with parental responsibility, also have a legal right to access their child's **educational record** (which includes most information about a pupil). This right applies as long as the pupil is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of your child or another individual, or if it would mean releasing exam marks before they are officially announced.
To request access, please contact Tamsin Roberts at the school.

Other rights

Under data protection law, you have certain rights regarding how their your child's personal data is used and kept safe, including the right to:

- Object to the use of personal data
- Object to the processing of your child's personal data that is likely to cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to and challenge the use of your child's 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 or blocked
- In certain circumstances, have inaccurate personal data we hold about your child deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose.
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for process is legal obligation, vital interest, public task or legitimate interests
- Your right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

See information on types of lawful basis earlier in the policy

To exercise any of these rights, please contact our data protection officer.
Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make these requests on their behalf.

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Tamsin Roberts- St Francis of Assisi Catholic Primary School, Treadgold Street, W11 4BJ.
Email: t.roberts@franassisi.co.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL
PUPILS' PRIVACY NOTICE
NOVEMBER 2025

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about **pupils** at our school, like you.

We, St Francis of Assisi Catholic Primary School, Treadgold Street, W11 4BJ, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tamsin Roberts. (see 'Contact us' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Details of any behaviour issues or exclusions
- Information about how you use school computers and other IT and communication systems

We may also have information about you that is very private. This includes information about:

- Information about your characteristics like your ethnic background, your religion or any special education needs
- Information about any medical conditions you might have
- Photographs and CCTV images

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents or family when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing
- Make sure our computers and other school systems and equipment are used appropriately, legally and safely
- Publish statistics, for example, about the number of learners in the schools
- Meet legal requirements placed upon us

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

We do not currently process any personal data through automated decisions making or profiling. This means we don't make decisions about you using only computers without any human involvement. If this changes in the future, we will change any relevant privacy notices in order to explain the changes to you, including your right to say that you don't want it to happen.

Our lawful basis for using this data

We will only collect and use your information when the law allows us to. We need to set out the 'lawful basis' to do this. Our lawful bases for processing your personal information are

- When we need to get in touch with your family, check how you are doing in exams or track how well the whole school is performing we process your data on the 'public task' basis, so that the school fulfils its duties as set out in The Education Act 1996 and The Education (Information About Individual Pupils) (England) Regulations 2013
- When we need to look after your wellbeing or make sure computers are used appropriately we process your data on the 'legal obligation' basis so that the school complies with the law as set out in statutory guidance issued by the Government.

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

We only collect and use very private data when we have to comply with the law as set out above and for one of these reasons as set out in UK data protection law:

- We need to protect someone's vital interests (ie protect your life or someone else's life) in situations where you are not able to give consent
- We need to use the data for health or social care purposes because we have been told to by a health of social work professional
- We need to process the data for public health reasons because we have been told to by a health professional
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it because it is very important to the general public
- We need to process the data for scientific research and statistical purposes which are in the public interest
- We need to use your information under social protection law

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

For criminal offence data, we will only collect it when we have a lawful basis and a reason for using it as set out in UK data protection law. This could include

- We have got your consent to use it in a particular way
- We need to protect someone's vital interests (ie protect your life or someone else's life) in situations where you are not able to give consent
- The information has already been made obviously public by you
- We need to use it has part of legal proceedings, to obtain legal advice or to make or defend against legal claims
- We need to use it because it is very important to the general public

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to give us the information.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't give us the information.

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

- Local authorities
- Government departments or agencies

- Police forces, courts or tribunals
- Other schools or trusts
- Department for Education (DfE)

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school if this is necessary to comply with our legal obligations or to meet our regulatory requirements.

We retain information as set out in the school's data retention schedule which follows the Department for Education's data protection guidance. To request a copy of the data retention schedule please contact Tamsin Roberts through the school office.

We have security measures in place to keep your personal information from being accidentally lost or used, changed, shared or accessed without permission.

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

Data sharing

We do not share personal information about you with anyone outside the school without permission from you ~~or your parents/carers~~, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority, Royal Borough of Kensington and Chelsea, to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Schools that you may attend after leaving us, to meet our legal obligations to share certain information with it such as assessment data or safeguarding information
- The Department for Education- because we have to share certain information with it, such as assessment data
- Your family and representatives- because they have a reasonable right to certain information about you
- Educators and examining bodies- to enable them to provide the service we have contracted them for, such as peripatetic music teachers and music exam boards
- Ofsted- because we have to share certain information with it
- Suppliers and service providers – to enable them to provide the service we have asked them for
- Financial organisations (Online payment platform)

- Central government- because we have to share certain information with it
- Our auditors - because we have to share certain information with them
- Survey and research organisations - because they have a reasonable right to request certain information about you for their work
- Health authorities- to protect your vital interests, such as emergency hospital treatment
- Security organisations-to enable them to provide the service we have contracted them for, such as CCTV companies
- Health and social welfare organisations- to protect your vital interests, such as the school nurse and other medical professionals
- Professional advisers and consultants – to enable them to provide the service we have asked them for
- Charities and voluntary organisations- because they have a reasonable right to request certain information about you for their work
- Police forces, courts, tribunals- because we have to share certain information with them
- Professional bodies- because they have a reasonable right to request certain information about you for their work
- Diocese- because we have to share certain information with it

Sharing Data with the Department for Education (DfE)

We have to share information about you with the Department for Eucation (a government department) either directly or via our local authority through various data collections.

The data shared will be in line with the following relevant legislation:

- Section 3 of the Education (Information About Individual Pupils)(England) Regulations 2013

The data is transferred securely and held by the Department for Education under a combination of software and hardware controls that meet the current government security policy framework.

The data we share with the DfE is used for a number of purposes, including to:

- Help decide the amount of money that our school receives
- Monitor how well the education system is working and how well our school is doing at educating our pupils
- Support research

The information shared with the DfE could include:

- Your name and address
- Your unique pupil number
- Pupil matching reference numbers
- Details of your gender or ethnicity
- Details of any special educational needs (SEN)
- Details of schools attended
- Absence and exclusion information
- Information relating to exam results
- Information relating to any contact with children's services

There may also be other data shared with the DfE.

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

Transferring data internationally

We may share personal information about you with organisations outside the UK, where different data protection laws exist, for example a school abroad. Where we do transfer information we will follow UK data protection law.

In cases where we have to set up special arrangements to make the transfer safely, you can get a copy of these arrangements by contacting us.

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a **'subject access request'**, as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want us to use it
- Say that you don't want us to process data that will probably cause you distress or damage
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected if it is wrong
- Have it deleted or destroyed or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way
- Withdraw your consent allowing the collection, processing and transfer of your personal data for a particular purpose
- Make a complaint to the Information Commissioner's Office
- In certain circumstances, be told if your personal data has been lost by the school

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for process is legal obligation, vital interest, public task or legitimate interests
- Your right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful

basis is consent, you don't have the right to say that you don't want us to use it, but you have the right to take away your permission to use it.

See information on types of lawful basis earlier in the policy

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Tamsin Roberts - St Francis of Assisi Catholic Primary School, Treadgold Street, W11 4BJ.
Email: t.roberts@franassisi.co.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended to reflect the way we use data in this school.

ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL
STAFF PRIVACY NOTICE
NOVEMBER 2025

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, St Francis of Assisi Catholic Primary School, Treadgold Street, W11 4BJ, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tamsin Roberts. (See 'Contact us' below).

The personal data we hold

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
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of passport/driving licence
- Data about your use of the school's information and communications systems, equipment and facilities (e.g. school computers)

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

- Characteristics such as ethnicity and religious beliefs
- Trade union membership
- Health, including any medical conditions, and sickness records
- Photographs and CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Make sure our information and communications systems, equipment and facilities are used appropriately, legally and safely

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.

Use of your personal data for filtering and monitoring purposes

While you are in our school, we may monitor your use of our information and communication systems, equipment and facilities. We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. Safeguarding Policy and Acceptable Use Policy) and our legal obligations
- Keep our network and devices safe from unauthorised access and prevent malicious software from harming our network

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Our lawful bases for processing your personal data for the purposes listed above are as follows:

- For the purposes of paying you in accordance with the 'contract' basis we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- For the purposes of facilitating safer recruitment, supporting performance management and making sure our information and communications systems are used appropriately in accordance with the 'legal obligation' basis as set out in The Education Act 1996, The School Staffing (England) Regulations 2009 and The School Staffing (England) (Amendment) Regulations 2012 and statutory guidance published by the government including Keeping Children Safe in Education
- For the purposes of informing our recruitment and retention policies, allowing for financial modelling and planning, enable equalities monitoring and improving the management of workforce data across the sector in accordance with the 'public interest' basis we need to process data to fulfil our statutory obligations as set out in Education (Supply of Information about the School Workforce) (No.2) (England) Regulations 2007 and statutory guidance published by the government including Keeping Children Safe in Education

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

We only collect and use 'special category' data when we have both a legal basis as set out above and one of the following conditions for processing as set out in UK data protection law:

- We need to perform or exercise an obligation in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (ie protect your life or someone else's life) in situations where you are physically incapable of giving consent
- We need to process the data for health or social care purposes and the processing is done under the direction of a health or social work professional
- We need to process the data for public health reasons and the processing is done under the direction of a health professional
- We need to process the data for archiving, scientific research and statistical purposes which are in the public interest
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process if for reasons of substantial public interest as defined in legislation
- The data concerned has been made manifestly public by you

- We have obtained your explicit consent to use your personal data in a certain way

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect and individual's vital interests (i.e. protect your life or someone else's life), in situations where you are physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process if for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

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

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals
- Other schools or trusts
- Department for Education

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain information as set out in the school's data retention schedule which follows the Department for Education's data protection guidance. To request a copy of the data retention schedule please contact Tamsin Roberts through the school office.

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 your consent unless the law and our policies allow us to do so.

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

- Our local authority, The Royal Borough of Kensington and Chelsea, to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about Headteacher performance and staff dismissals
- Other schools - in order to provide a reference
- The Department for Education-to meet our legal obligations to share certain information with it, such as census returns
- Other schools - in order to provide a reference
- Your family and representatives- to fulfil the legitimate interest of the third party requesting the information
- Ofsted- to meet our legal obligations to share certain information with it
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations to enable them to provide the service we have contracted them for, such as payroll provider
- Central government- to meet our legal obligations to share certain information with it
- Our auditors-to meet our legal obligations to share certain information with it
- Survey and research organisations- to fulfil the legitimate interest of the third party requesting the information
- Health authorities- to protect staff's vital interests, such as emergency hospital treatment
- Security organisations-to enable them to provide the service we have contracted them for, such as CCTV companies
- Health and social welfare organisations- to protect staff's vital interests, such as Occupational Health
- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Charities and voluntary organisations- to fulfil the legitimate interest of the third party requesting the information

- Police forces, courts, tribunals- to meet our legal obligations to share certain information with it
- Professional bodies- to fulfil the legitimate interest of the third party requesting the information
- Diocese- to meet our legal obligations to share certain information with it, such as the staff census

Transferring data internationally

We may share personal information about you with the following international third parties, where different data protection legislation applies;

- Schools or education establishments abroad
- Apps or cloud server providers
- Filtering and monitoring providers

Where we transfer personal data to a third party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

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 UK 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 where it is likely to cause, or is causing damage or distress
- Prevent your data being used to send direct marketing
- Object to and challenge 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
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- Withdraw you consent, where you previously provided it for the collection, processing and transfer of your child/s personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office

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

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for process is legal obligation, vital interest, public task or legitimate interests
- Your right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

See information on types of lawful basis earlier in the policy

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Tamsin Roberts - St Francis of Assisi Catholic Primary School, Treadgold Street, W11 4BJ.
Email: t.roberts@franassisi.co.uk

This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this school.

ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL
GOVERNORS PRIVACY NOTICE
NOVEMBER 2025

Under UK 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 working with our school in a voluntary capacity, including Governors**.

We, St Francis of Assisi Catholic Primary School, Treadgold Street W11 4BJ, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tamsin Roberts. (see 'Contact us' below).

The personal data we hold

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
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Copy of passport/driving licence
- Data about your use of the school's information and communications system
- Information about business or pecuniary interests

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

- Ethnicity, religious beliefs
- Health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Establish and maintain effective governance
- Meet statutory obligations for publishing sharing Governors' details
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them
- Make sure our information and communications systems, equipment and facilities are used appropriately, legally and safely

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 personal information about you when the law allows us to. Our lawful bases for processing your personal data for the purposes listed above are as follows:

- For the purposes of establishing and maintaining effective governance, meeting obligations to share Governor's details in accordance with the 'legal obligation' basis we need to process data as set out in The Education Act 1996, The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, The School Governance (Constitution)(England) Regulations 2007
- For the purposes of facilitating safer recruitment, equalities monitoring, ensuring appropriate access and making sure our information and communications systems are used appropriately in accordance with the 'public interest' basis we need to process data as set out in statutory guidance published by the government including Keeping Children Safe in Education

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way

We only collect and use 'special category' data when we have both a legal basis as set out above and one of the following conditions for processing as set out in UK data protection law:

- We need to perform or exercise an obligation in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (ie protect your life or someone else's life) in situations where you are physically incapable of giving consent
- We need to process the data for health or social care purposes and the processing is done under the direction of a health or social work professional
- We need to process the data for public health reasons and the processing is done under the direction of a health professional
- We need to process the data for archiving, scientific research and statistical purposes which are in the public interest
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process if for reasons of substantial public interest as defined in legislation
- The data concerned has been made manifestly public by you
- We have obtained your explicit consent to use your personal data in a certain way

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect and individual's vital interests (i.e. protect your life or someone else's life), in situations where you are physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process if for, or inconnection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

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

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals
- Other schools or trusts
- Department for Education

How we store this data

We maintain governors' and volunteers' records in the school's computer system. The information contained is kept secure, accessed only by authorised staff and is used for purposes directly relevant to your role.

Once your term of office with us has ended, we will retain information as set out in the school's data retention schedule which follows the Department for Education's data protection guidance. To request a copy of the data retention schedule please contact Tamsin Roberts through the school office.

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 your consent unless the law and our policies allow us to do so.

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

- Our local authority, The Royal Borough of Kensington and Chelsea, to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Schools or other organisations to whom you may apply for employment to fulfil the legitimate interests of the third party requesting information
- The Department for Education-to meet our legal obligations to share certain information with it, such as declarations of interests
- Ofsted- to meet our legal obligations to share certain information with it
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations to enable them to provide the service we have contracted them for

- Central government- to meet our legal obligations to share certain information with it
- Our auditors-to meet our legal obligations to share certain information with it
- Survey and research organisations- to fulfil the legitimate interest of the third party requesting the information
- Health authorities- to protect staff's vital interests, such as emergency hospital treatment
- Security organisations-to enable them to provide the service we have contracted them for, such as CCTV companies
- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Charities and voluntary organisations- to fulfil the legitimate interest of the third party requesting the information
- Police forces, courts, tribunals- to meet our legal obligations to share certain information with it
- Professional bodies- to fulfil the legitimate interest of the third party requesting the information
- Diocese- to meet our legal obligations to share certain information with it

Transferring data internationally

We may share personal information about you with the following international third parties, where different data protection legislation applies:

- Schools or education establishments abroad
- App or cloud server providers

When we transfer personal data to a third party country or territory, we will do so in accordance with data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

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 UK 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
- Object to the processing of your personal data that is likely to cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to and challenge 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
- In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose.
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office

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

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for process is legal obligation, vital interest, public task or legitimate interests
- Your right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful

basis is consent, you don't have the right to object, but you have the right to withdraw consent.

See information on types of lawful basis earlier in the policy

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Tamsin Roberts - St Francis of Assisi Catholic Primary School, Treadgold Street, W11 4BJ.
Email: t.roberts@franassisi.co.uk

This notice is based on the Department for Education's model privacy notice for school and trust governance roles, amended to reflect the way we use data in this school.

ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL
PARENTS/ CARERS' PRIVACY NOTICE
NOVEMBER 2025

Under UK 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 **parents and carers** of pupils at this school.

We, St Francis of Assisi Catholic Primary School, Treadgold Street W11 4BJ, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tamsin Roberts (see 'Contact us' below).

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
- 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
- Information about your use of the our information and communications systems, equipment and facilities (e.g. school computers)

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

- Information about characteristics such as religious beliefs as part of our admissions arrangements
- Information about any health conditions we need to be aware of
- Photographs and CCTV images captured in school

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 this data listed above to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of school
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Carry out research
- Assess the quality of our services
- Comply with our legal and statutory obligations
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

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.

Use of your personal data for filtering and monitoring purposes

While you are in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. Safeguarding Policy, Acceptable Use Policy) and our legal obligations
- Keep our network and devices safe from unauthorised access and prevent malicious software from harming our network

Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- For the purposes of supporting reporting on pupil progress, keeping you informed about the running of the school, providing appropriate pastoral care, protecting pupil welfare, assessing the quality of our services and administering admissions waiting lists in accordance with the 'public task' basis - we need to process data to fulfil our statutory function as a school as set out in The Education Act 1996 and statutory guidance issued by the Government including Keeping Children Safe in Education
- For the purposes of complying with our legal and statutory obligations and ensuring that our information and communication systems and equipment are used appropriately in accordance with the 'legal obligation' basis - we need to process

data to meet our responsibilities under law as set out in The Education (Information About Individual Pupils) (England) Regulations 2013

- For the purposes of carrying out research, in accordance with the legitimate interests basis - where there's minimal privacy impact and we have a compelling reason, including:

  Scientific research and statistical purposes which are in the public interest

Less commonly, we may also process your 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)

We only collect and use 'special category' data when we have both a lawful basis as set out above and one of the following conditions for processing as set out in UK data protection law;

- We need to process the data for health or social care purposes and the processing is done under the direction of a health or social work professional
- We have obtained your explicit consent to use your personal data in a certain way
- We need to protect an individual's vital interests (ie protect your life or someone else's life) in situations where you are physically incapable of giving consent
- We need to process the data for public health reasons and the processing is done under the direction of a health professional
- We need to process the data for archiving purposes, scientific or historical research or statistical purposes which are in the public interest
- We need to perform or exercise an obligation or right in relation to social protection law
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise of deference of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

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 about your child from:

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

How we store this data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school. We retain information as set out in the school's data retention schedule which follows the Department for Education's data protection guidance. To request a copy of the data retention schedule please contact Tamsin Roberts through the school office.

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 to keep 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 UK data protection law) we may share personal information about you with:

- Our local authority, Royal Borough of Kensington and Chelsea – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions

- Schools that your child may attend after leaving us, to meet our legal obligations to share certain information with it such as safeguarding information
- The Department for Education- To meet our legal obligation to share certain information with it
- Ofsted- to meet our legal obligations to share certain information with it
- Suppliers and service providers – to enable them to provide the service we have contracted them for (e.g. online payment platform)
- Survey and research organisations- to fulfil the legitimate interest of the third party requesting the information
- Health authorities- to protect pupils vital interests, such as emergency treatment
- Security organisations-to enable them to provide the service we have contracted them for, such as CCTV companies
- Health and social welfare organisations- to protect pupils vital interests, such as school nurse and other medical professionals
- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Charities and voluntary organisations- to fulfil the legitimate interest of the third party requesting the information
- Police forces, courts, tribunals- to meet our legal obligations to share certain information with it
- Professional bodies- to fulfil the legitimate interest of the third party requesting the information
- Diocese- to meet our legal obligations to share certain information with it

Transferring data internationally

We may share personal information about you with the following international third parties, where different data protection legislation applies:

- Schools or educational establishments abroad
- App or cloud server providers

When we transfer personal data to a third party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

How to access personal information that we hold about you

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

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 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.

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

Other rights regarding your data

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

- Object to our use of your personal data
- Object to the processing of your personal data that is likely to cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to and challenge 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
- In certain circumstances, have inaccurate personal data we hold about you deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose.
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office

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

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task

- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for process is legal obligation, vital interest, public task or legitimate interests
- Your right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

See information on types of lawful basis earlier in the policy

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Tamsin Roberts - St Francis of Assisi Catholic Primary School, Treadgold Street, W11 4BJ. Email: t.roberts@franassisi.co.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.