

*St. Joseph's Catholic School & Sixth Form Centre*  
Ysgol Gatholig San Joseff

**Data Protection Policy**



**Data Protection Policy agreed by Governors:**

**Signed by Chair .....**      **Date.....**

**Policy due for review: Summer Term 2017**

Name of School: **St Joseph's Catholic School & Sixth Form Centre**

## FAIR PROCESSING NOTICE

What the Schools, Local Education Authority and Government do with information it holds on pupils

This Policy tells you about what the National Assembly for Wales, NPTCBC and St Joseph's catholic School & Sixth form Centre do with your or your child's personal and performance information (data).

### **The collection of personal information**

The school collects information about pupils and their parents or legal guardians when they go to a new school; they also collect information at other times during the school year. Information is also received from other schools when pupils transfer.

The LEA and National Assembly for Wales will receive information on pupils from the school, normally as part of what is called the Pupil Level Annual Schools Census which takes place in January each year.

The school, LEA and National Assembly for Wales receive information about exam and national curriculum assessment and test results.

### **The use made of this personal information**

The National Assembly for Wales uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at

My Local School,  
Learning Wales or  
National Assembly Government Statistics.

The LEA also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is done in a way that ensures individual pupils cannot be identified.

The School uses the information it collects to administer the education it provides to pupils. For example:

- the provision of educational services to individuals and groups;
- monitoring and reporting on pupils' educational progress of individuals and groups;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to pupils, their parents and legal guardians;
- planning and management of the school.

### **Organisations who may share personal information**

Information held by the School, LEA and the National Assembly for Wales on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with;

- other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- bodies doing research for the National Assembly for Wales, LEA and schools, so long as steps are taken to keep information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

### **Personal Information held**

The sort of personal information that will be held includes;

- personal details such as name, address, date of birth and contact details for parents and guardians;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school;
- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

### **Other information**

The National Assembly for Wales, LEA and school will try to ensure that information is accurate and secure. Personal information will not be sent outside the United Kingdom.

Your rights under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. The rights include:

- the right to ask for and receive copies of the personal information held on you, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage;
- in some circumstances a pupil's parent or legal guardian may have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and

oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

## **Data Protection Principles**

The Eight Data Protection Principles as laid down in the 1998 Data Protection Act must be followed at all times

1. Data must be processed fairly and lawfully;
2. Personal data shall be obtained only for one or more specific and lawful purposes;
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed;
4. Personal data shall be accurate and where necessary kept up to date;
5. Personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose;
6. Personal data shall be processed in accordance with the rights of data subjects under the 1998 Data Protection Act;
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; and
8. Personal data shall not be transferred to a country outside the EEA, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

This policy will be updated as necessary to reflect best practice or amendments made to the Data Protection Act 1998. Seeking further information

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact:

- St Joseph's School
- NPTCBC
- the National Assembly's data protection officer at, The National Assembly for Wales, Cathays Park, CF10 3NQ;
- The Information Commissioner's office help line can be contacted on 01625 545 745. Information is also available from their website.