



St. Joseph's Catholic Primary School



Student Privacy Notice

Mission Statement

Jesus light our way on our faith journey.

Be our guide, our joy and our hope, as we learn, live, love and pray together

Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

How we use your information

This privacy notice tells you how we, St. Joseph's Catholic Primary School, will collect and use your personal data for

- supporting pupil learning
- monitoring and reporting on pupil progress
- providing appropriate pastoral care
- keeping your child safe
- assessing the quality of our service
- complying with the law regarding data sharing

Why does St. Joseph's Catholic Primary School need to collect and store personal data?

In order for us to provide children with an education we need to collect personal data to help us with their educational needs. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy. In terms of being contacted for marketing purposes we would contact you for additional consent.

Will St. Joseph's Catholic Primary School share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to St. Joseph's Catholic Primary School in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with our own procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

How will St. Joseph's Catholic Primary School use the personal data it collects about me?

St. Joseph's Catholic Primary School will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up-to-date, and not keep it for longer than is necessary. St. Joseph's Catholic Primary School is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Under what circumstances will St. Joseph's Catholic Primary School contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Can I find out the personal data that St. Joseph's Catholic Primary School holds about me?

St. Joseph's Catholic Primary School at your request, can confirm what information we hold about you and how it is processed. If St. Joseph's Catholic Primary School does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of St. Joseph's Catholic Primary School or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it was not collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

St. Joseph's Catholic Primary School accepts the following forms of ID when information on your personal data is requested:

current passport bearing a photograph and signature, or
driving license, bearing a photograph and signature.

If you do not hold a current passport or driving license two copies of other identification documents may be accepted as an alternative, such as:

- birth certificate;
- utility bill from preceding three months bearing current address;
- current vehicle registration document;
- bank statement from preceding three months;
- current rent book.

Contact details of the Data Protection Officer / GDPR Owner:

	Data Protection Officer contact details
Contact Name:	Mrs V Watchorn
Address line 1:	St. Joseph's Catholic Primary School
Address line 2:	Rocky Lane
Address line 3:	Nechells
Address line 4:	Birmingham
Address line 5:	B7 5HA
Email:	enquiry@stjosb7.bham.sch.uk
Telephone:	0121 464 8140