**Privacy Notice**

**All information provided will be processed in compliance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).**

**THE ORGANISATION NAME will not disclose any information you provide unless required to do so in accordance with ‘access to information regimes’ (these are primarily the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004).**

**1.** **Who we are**

This policy explains how **THE ORGANISATION** uses the personal information we collect from you when you either visit **THE ORGANISATION** website, make contact via email/phone or apply for the supplementary school connected to **THE ORGANISATION**. By visiting **THE ORGANISATION** websites you are consenting to our use of your information in this way. We may make changes to this policy so please check from time to time for any updates.

**THE ORGANISATION** is the data controller for the personal data processed.

We receive your personal data through the application process for applying to the supplementary school associated with **THE ORGANISATION**

This data protection policy is intended to help meet that legal requirement. It should be noted, from the outset, that data protection should always take second place to safeguarding and child protection. If there is a potential conflict between the 2 competing requirements, the welfare of the child is paramount.

Whilst **THE ORGANISATION** is the Data Controller for the **THE ORGANISATION**, **THE ORGANISATION** has appointed **NAME OF INDIVIDUAL RESPONSIBLE FOR PROCESSING DATA** who will endeavour to ensure that all personal data is processed in compliance with this policy and the Act. In the event of queries, **NAME OF INDIVIDUAL RESPONSIBLE FOR PROCESSING DATA** may be contacted at **THE ORGANISATION** via email: **THE ORGANISATION EMAIL** or telephone,

**2. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

**3. The Information that we hold**

* names, addresses, telephone numbers, e-mail addresses and other contact details;
* bank details and other financial information, e.g. about parents who pay fees to the school or payroll details for members of staff;
* past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
* where appropriate, info about individuals' health, and contact details for next of kin;
* references given or received by the school about pupils, and information provided by previous educational establishments and/or other professionals or organisations working with pupils as well as references supplied by previous employers of staff;
* academic and professional qualifications as well as relevant previous experience and annual reviews of employees;
* images of pupils (and occasionally other individuals) engaging in school activities, and images captured by the school's CCTV system (in accordance with the school's policy on taking, storing and using images of children);

**4. You may provide your information by:**

* filling in forms on our websites
* subscribing to our publications, newsletters and updates about our activities and events
* registering for or enquiring about our activities, events and services
* Registering to join our supplementary service
* contacting us through our websites
* reporting problems with our websites.

**5. The nature of your personal data we will be using**

The categories of your personal data that we will be using for are:

* Registering your child to our supplementary service
* Your child’s details, age, name, health history, address
* Your contact details, name, address history,
* Personal sensitive information, e.g. diversity declarations
* You employment/volunteering history, appraisal notes

**6. Why our use of your personal data is lawful**

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this work, the relevant condition that we are meeting is:

1. Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
2. Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;

**7. How long we will keep your personal data**

Please note that, under data protection legislation and in compliance with the relevant data processing conditions, we can lawfully keep personal data processed purely for research and statistical purposes indefinitely. The electronic storage system currently used means that data is never deleted but archived after 5 years and only securely deleted when requested by relevant individual.

**8.** **Reasons we can collect and use your personal information**

* To support learning
* To monitor progress
* To provide pastoral care
* To be able to make health care referrals
* To comply with the law
* To safeguard students, staff and volunteers

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another legitimate interest or reason reason and that reason is compatible with the original purpose.

**9.** **Legitimate Interests**
As mentioned above, we can, sometimes, use your personal information where this is necessary for our legitimate interests (or those of a third party). This includes where use of your personal information is necessary to:

* ensure effective administration and management of your employment or engagement, benefits, management of the supplementary school, and business continuity;
* ensure our assets are protected, kept confidential, and not used for inappropriate or unlawful purposes;
* Ensure child safety, maintain safeguarding procedures, link up to other support services.
* ensure we can contact you or your family in the case of an emergency; family follow up
* check you are legally entitled to work, manage performance, discipline, and promotion processes;
* manage training and development requirements;
* deal with disputes and accidents and take legal or other professional advice;
* comply with another country’s laws and regulations;
* prevent fraud, or any dangerous crimes and financial crime; and any other crimes that will bring the organisation to disrepute.
* ensure network and information security.

If you would like further information on our legitimate interests as applied to your personal information, please contact **The Data Protection Officer.**

If there is processing or sharing that relies on your consent, we will make this clear to you and ensure we seek your consent.

**10.** **Who we share your personal information with**

* Council teams working to improve outcomes for children and young people
* Commissioned providers of local authority services (such as education services)
* Support organisations providing capacity development support, prevent related organisations and staff
* Local police services ensuring safety for children and the local community
* Charity Commission, local LADO team, safeguarding practitioners.
* Local multi-agency forums which provide advice, support and guidance (such as Local Inclusion Forum Team (LIFT))

We will share personal information with law enforcement or other authorities if required by applicable law.

**11.** **Your data protection rights**

You have the right:

* To ask us for access to information about you that we hold;
* to have your personal data rectified, if it is inaccurate or incomplete;
* to request the deletion or removal of personal data where there is no compelling reason for its continued processing;
* to restrict our processing of your personal data (i.e. permitting its storage but no further processing);
* to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; and
* not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you need to contact us regarding any of the above, please do so via the email at: **THE ORGANISATION EMAIL**

**12.** **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

**13.** **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please contact: **THE ORGANISATION EMAIL**

**14.** **Contact Information:**

If you have any questions about how your personal information will be processed, please contact us at **THE ORGANISATION EMAIL**