St Patricks for Alter Education Ltd

St Patricks Church

Spring Street

Hull

HU2 8RA

Tel: 01482 222351

**Pupil Data Protection Statement**

 **September 2021**

St Patrick’s holds various pieces of personal information about each of its pupils.

Since 25 May 2018, a law called the General Data Protection Regulation applies to St Patrick’s. This law requires St Patrick’s to look after that information in a responsible manner and to keep it safe. It also requires us to tell you how and why we will collect and use your personal information.

The legal entity that runs St Patrick’s is a company called St Patrick’s for Alter Education Limited. It is this company that the law specifically applies to because it is this company that controls and decides how and why we collect and use your information. To keep this document simple, we will refer to ourselves as “St Patrick’s” for short.

St Patrick’s has a Data Compliance Officer who looks after personal information within St Patrick’s. If you have any queries regarding this document or have any other questions about how St Patrick’s uses your information, a member of staff will be happy to help. You can also contact our Data Compliance Officer by emailing stpats@stpatricks2012.co.uk

 Information that we collect about our pupils

 We will hold many different pieces of information about you during your time at St Patrick’s. Some of this information will be given to us by your parent or guardian (for example when they applied for your place at St Patrick’s). Other information may be given to us by you yourself, by your previous school or we may create it ourselves (e.g. school reports).

**Most of the information that we hold about you will fall within one of the following categories:**

 1. Personal identity (e.g. your name, address, other contact details and a copy of your passport or birth certificate) 2. Characteristics (e.g. your ethnicity, religion and the languages that you speak) 3. Medical information (e.g. illnesses, medication, allergies and any dietary requirements) 4. Attendance information (e.g. lessons attended, number of absences and absence reasons) 5. Assessment information (e.g. copies of exam papers and exam results) 6. Behavioural information (e.g. information about your behaviour in school and details of any exclusions) 7. Special Educational Needs information 8. Safeguarding information

As well as the information listed above, any photograph of you also counts as personal information.

 We may also take and use photographs of you taking part in school activities if we have the permission of your parent or guardian (or, if you are old enough, your permission). Depending on what we have.

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got permission to do, we may display these photographs around the school, in our prospectus or on the St Patrick’s website.

**How we use your information**

The law says that we are only allowed to collect information when we have a genuine need to use it - for example:

1. To provide education to you (including any extra-curricular activities and careers services) 2. To look after your welfare and provide any pastoral support that may be needed 3. To monitor and report on your progress in school and your educational needs 4. In order that you can take part in school exams and assessments 5. So we can monitor and make sure that you use our IT system in a safe way 6. Where the law tells us we must collect it

 We do not hold onto your information forever. We only keep it for as long as we need it for the purpose that we hold it for (after which we will delete or destroy it). If you have any questions about how long we hold onto your information for, please ask your teacher.

**Can you choose not to give us any information?**

Most of the information that St Patrick’s holds about you is needed by St Patrick’s for one of the 6 purposes listed above.

 However, there is some information that we hold which you can choose whether or not to give it.

Whenever we ask you to provide information which you do not have to give us, we will tell you why we are asking for it and what we will use it for. We will also ask for your permission before using it. You will be free to tell us that you do not give us your permission. You may also tell us to stop using that information if you decide you do not want us to use it any more.

**Sharing of your information**

 We do not share information about any of our pupils unless we have permission or the law tells us that we must share it or are allowed to share it.

For example, we are required by law to share some information with the Government (e.g. the Department for Education) such as the number of pupils at St Patrick’s and levels of pupil attendance and performance.

**We may also share your information with:**

1. the emergency services (e.g. if you are involved in an accident at school or on a school trip) 2. your parents (e.g. school reports and information relating to any incident involving you which takes place in school or on a school trip) 3. other schools or colleges (e.g. if you change schools)

Whenever we share information about you with anybody else, we will make sure that we do it in a safe way.

Also, some of the educational computer software that we use may store information about you in countries outside Europe. If we do this we will ensure that the software is safe to use first.

 **Your rights**

Parents and pupils will often have the right to see a copy of information about them that we hold. Depending on the circumstances, you may also have the following other rights:

The right to ask us to correct any information that we hold about you which you think is wrong . The right to ask us to remove any information that we hold about you when we do not need it anymore. The right to ask us to only use your information in certain ways. The right to tell us that you do not want us to use your information

If you have any concerns about how St Patrick’s collects and uses your personal information and do not want to speak to anybody at St Patrick’s about it, you can also contact the Information Commissioner’s Office (the organisation that monitors our use of personal information). Their website is www.ico.org.uk.

St Patrick’s for Alter Education Ltd. Spring Street, Hull. HU2 8RA