



St John Bosco  
ARTS COLLEGE

# Privacy Notice

## Pupils

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 you.

We, St John Bosco Arts College, are the 'data controller' for the purposes of the General Data Protection Regulations (GDPR).

Our Data Protection Officer (DPO) is Miss S Nujjoo.

### **Personal Data**

We hold some personal information about you to make sure we can help us support your learning 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
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- 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/carers when we need to.
- Support teaching and learning
- Track performance and monitor progress
- Track how well the school as a whole is performing
- Look after your wellbeing/pastoral care
- Comply with the data sharing law

### **Our legal basis for using this data**

We only collect and use your personal information when the law allows us to. We will use this information where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

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

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.

### **Collecting this information**

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

We will always tell you if it's optional or if you must provide the data, and explain what will happen if you don't.

### **How school 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, where we are required to by law.

The law currently requires we keep pupil data until the student reaches 25 years of age.

### **Data sharing**

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

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

- The local authority
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator e.g. Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

### **National Pupil Database**

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

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

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.

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

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

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

You can also contact the Department for Education with any further questions about the national Pupil Database.

<https://www.gov.uk/contact-dfe>

### Youth support services

Once you reach the age of 13, we are required to pass on certain information to our local authority, as they have legal responsibilities regarding the education or training of all 13-19 year olds.

This information will be used for youth support services/careers advice.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to our local authority or youth support services.

### Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following the General Data Protection Regulations.

### Your rights regarding personal data

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, Miss S Nujjoo.

### Other rights

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

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- 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, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way.

### 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**:

Miss S. Nujjoo,  
Based in the main office,  
Email: [enquiries@stjohnbosco.org.uk](mailto:enquiries@stjohnbosco.org.uk)