Privacy Notice – Common to all

ST CLARE
Catholic Multi Academy Trust

St Wilfrid's Primary School Mission Statement:

Everybody Matters

Adopted by St Clare Trust Board; June 2022

Next review by St Clare Trust Board; By December 2026

St Clare Catholic Multi Academy Trust Privacy Notice – Common to all

This statement should be read in conjunction with the Admissions Policy and the Data Protection Policy.

We have in place specific privacy statements for pupils, staff, parents, governors and job applicants. This statement is intended to provide information about how we will collect, use or process personal data relating to any other individuals.

Some data is more sensitive than other types of data. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

Responsibility for Data Protection

St Clare Multi Academy Trust is registered with the Information Commissioner's Office. The registration number is ZB288989.

The Data Protection Officer (DPO) for the trust is Adnan Bashir. The DPO can be contacted by phone on 0114 256 6401 (Ask for St Clare Multi Academy Trust) or via the contact form on the trust website https://www.stclarecmat.org.uk/contact-us/

If you have any questions or concerns about how data is being collected, used or processed at St Wilfrid's Primary School then you should contact Mrs Evans, Headteacher, enquiries@stwilfridssheffield.co.uk, 0114 2365529.

The trust workforce has a responsibility to abide by trust and school policies and the law relating to data protection.

Consent

The trust or one of its schools will ask for consent to process data about you or a pupil. The type of data that is to be used, and how it is to be used will be specified on the consent forms.

You have the choice to opt in for certain types of data usage, and this is made clear. However, some data that is collected and processed in schools is not optional.

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The trust/school relies on legitimate interests for many of the ways in which it uses information.

Specifically, the trust/school has a legitimate interest in:

- Providing educational services to pupils
- Safeguarding and promoting the welfare of pupils and staff
- Promoting the objects and interests of the trust/school
- Ensuring the efficient operation of the trust/school
- Compliance with all relevant legal obligations of the trust/school
- Keeping the whole school community informed about events, news and activities

Necessary for a contract

Information about individuals may be necessary to perform our obligations under our contracts.

For example, maintaining the school Management Information System database.

Legal obligation

Much of trust/school life is governed by legal obligations to supply information to organisations such as the Department for Education or Local Authority or HMRC. We may also have to disclose information to third parties such as the courts, Disclosure and Barring Service or the police where legally obliged to do so.

Vital interests

For example, to prevent someone from being seriously harmed or killed.

Public interest

The trust/school considers that it is acting in the public interest when providing education. Certain regulations, DfE and Local Authority, health and other guidance may require the trust/school to process data in the public interest.

Legal claims:

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Your rights – What decisions can you make about your information?

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights.

Your rights are as follows:

- you can ask what information we hold about you and be provided with a copy. Sometimes we are not able to share all the information, but this is set out in our Subject Access Policy
- if information is incorrect you can ask us to correct it
- you can ask us to delete the information that we hold about you or your child in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer – this does not apply to pupil records as these are transferred by a DfE process called the Common Transfer File
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy

If you disagree with any decision we make about your data you can use our complaints policy, you also have the right to make a complaint to the Information Commissioner, and sometimes to the Information Tribunal or through the court process. Our complaints policy is available on trust and school websites.