



# Privacy Notice

## Student and Pupil Friendly

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## Definitions

In this **Student and Pupil Friendly Privacy Notice**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Student and Pupil Friendly Privacy Notice** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Academy Committee'** means the Academy Committee of the School.
- ix **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Academy Committee elected from time to time.
- xiv **'School DPO'** means the Data Protection Officer responsible for all schools within The Romero Catholic Academy (Warwickshire Legal Services)

## 1. Introduction

We are The Romero Catholic Academy we help to run your school and are responsible for all of the information within your school. We sometimes call this information data.

The schools that we look after are: -

- Cardinal Wiseman Catholic Secondary School
- Corpus Christi Catholic Primary School
- Good Shepherd Catholic Primary School
- Sacred Heart Catholic Primary School
- SS Peter and Paul's Catholic Primary School
- St Gregory's Catholic Primary School
- St John Fisher Catholic Primary School
- St Patrick's Catholic Primary School

## 2. What's this about?

A new law has been made that keeps all of your information safe – things like your address, date of birth and phone number. The school and other people collect and use information for all kinds of reasons, and the new law tells them exactly what they are allowed to do with yours.

We collect information about you, and it's our job to tell you how we will collect, record and use the information we have.

In this notice we will use different names or terms used that you may not be familiar with such as: -

- **Data Controller** - This is the person or place e.g. your school that is in charge of the information we collect.
- **Data Processor** - This is the person or place that handles the information on behalf of the Data Controller, and carries out tasks at the Data Controller's request.
- **Data Protection Officer** - This is the person who makes sure that we do everything that the law tells us. They make sure that we keep all of your information safe. Your Data Protection Officer is Mr Patrick Taggart. He is the Romero Catholic Academy Business Director and is based at Cardinal Wiseman Catholic Secondary School.
- **Personal Data** - This means any of the information that we have collected about you that can be used to identify who you are e.g. your name, address, date of birth etc...

## 3. Who looks after your information?

The Romero Catholic Academy is responsible for all of your information – we look at how and why your information is collected and used.

Sometimes your school has to give your information to other people, such as the government, but it will only do this when you or your parents say that it is ok or when the law says that they have to. When your school gives your information to someone else The Romero Catholic Academy will make sure that your information is kept safe.

#### **4. Why do we collect and use your information?**

We collect information to help your teachers' do their job and help you with your education, or to follow the law. When we've collected it here's how we use it;

- to support your learning
- to monitor and report on how you're doing
- to provide appropriate support
- to see how we're doing
- because the law tells us we have to
- to help keep you safe

#### **5. What information do we collect?**

- Personal information like your name and address
- Your characteristics. This means information about you such as where you are from, and the language you speak.
- Your attendance information. We record how many times, and why you have missed school.
- Your assessment information. This means your test or exam results.
- Some of your medical information, we record how many times you've been ill and any special medical information we need to know in order to keep you safe.
- Your special education needs; this is information that helps us teach you better including any special educational needs you may have.
- Behavioural Information. We record the number of times you've been excluded and why.

#### **6. Do you have to give us your information?**

There is a lot of information that you do have to give us, but there is some information that you can choose whether you want to give us or not.

When we ask you for information that you don't have to give us, we will ask you for your permission and let you know why we want it and what we will do with it. We will ask your parents to sign a form to give us permission to have the information.

#### **7. How long will we keep your information?**

We will only keep your information for as long as we need it. We have a policy and instructions that tell us how long to keep and when we are safely get rid of it. We make sure that all of your information is specially destroyed when we have finished with it.

## 8. Will we share your information with anyone else?

We won't share your information with anyone else without your parents' permission, unless the law says we can or we should. We may share your information with;

- Coventry City Council
- The government
- NHS
- Social Services
- Some companies who supply us with things (such as computer programmes or apps) to help you learn
- Social Media – but we will ask your parents' permission first

## 9. What are your rights?

You and your parents have the right to;

- Be told how we use your information
- Ask to see the information we hold about you
- Ask us to change any information you think is wrong
- Ask us to remove information when it's not needed anymore
- Ask us to only use your information in certain ways
- Tell us you don't want your information to be processed

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time you want to.

If you or your parents are worried about how we get and use your information, you can speak to Mr Taggart in The Romero Catholic Academy Shared Services Team on 02476 451888, or any of your teachers in your school. You can also visit The Romero Catholic Academy website [www.romeromac.com](http://www.romeromac.com)

If you would rather speak to someone not at your school, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113.