



Trinity Catholic High School - Privacy notice for Parents and Carers

Under UK data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **parents and carers of pupils at our school**.

We, Trinity Catholic High School, are the 'data controller' for the purposes of UK data protection law.

Our Data Protection Officer the London Borough of Redbridge (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details, contact preferences (such as your name, address, email address and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information, including court order or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made
- Information about your use of our information and communication systems, equipment and facilities

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Information about any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school
- Information about your religion, as part of our admissions arrangements

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why we use the data

We use the data listed above to:

- a) Report to you on your child's attainment and progress
- b) Keep you informed about the running of the school (such as emergency closures) and events
- c) Process payments for school services and clubs
- d) Provide appropriate pastoral care
- e) Protect pupil welfare
- f) Assess the quality of our services
- g) Administer admissions waiting lists
- h) Carry out research
- i) Comply with the law regarding data sharing
- j) Make sure our information and communication systems, equipment and facilities (e.g., school computers) are used appropriately, legally and safely

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

We do not currently process any parents' or carers' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Our legal basis for using this data

We only collect and use your personal data when the law allows us to. Our lawful bases for processing your personal data for the purposes listed above are as follows:

- For the purposes of [i) above], in accordance with the 'legal obligation' basis - we need to process data to meet our responsibilities under law.
- For the purposes of [a) – h, j) above], in accordance with the 'public task' basis - we need to process data to fulfil our statutory function as a school.

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

Less commonly, we may also process your personal data in situations where:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to protect an individual's vital interests (i.e., protect your life or someone else's life), in situations where you are physically or legally incapable of giving consent.

Where you have provided us with consent to use your data, you may withdraw this at any time. We will make this clear when requesting your consent, and explain how you can go about withdrawing consent if you wish to do so.

Collecting this information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing the information is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Most of the data we hold about you will come from you, but we may also hold data about you from local authorities, government departments or agencies, your children, police forces, courts or tribunals.

How we store this data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary.

All stored data will be kept in accordance with the school's retention schedule adopted from the Information and Records Management Society's retention guidelines for schools and will be securely destroyed at the appropriate time.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your personal data when we no longer need it.

Data sharing

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with UK data protection law) we may share personal information about you with:

- Our local authority [Redbridge]– to meet our legal obligations [to share certain information with it, such as safeguarding concerns and information about exclusions
- The Department for Education – to satisfy our legal requirement to report to them
- Our regulator, Ofsted – legal requirement
- Suppliers and service providers e.g. (ESS SIMS, IRIS ParentMail, Edulink One, Satchel One, Groupcall, Wonde, Joskos) – to enable them to provide the service we have contracted them for

- Financial organisations – to provide services (payments/refunds)
- Our auditors – to comply with legal obligations
- Health authorities (NHS England, NELFT, Public Health England, UK vaccinations) – to provide support in the administration of health care programmes
- Health and social welfare organisations – to provide support
- Police forces, courts, tribunals – to comply with legal requests made by them
- Essex County Council – to deliver services and provide support.
- Professional advisers and consultants – to deliver services and provide support
- Charities and voluntary organisations – to deliver services and provide support

Transferring data internationally

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with data protection law.

Your rights

Parents and carers rights regarding personal data

You have a right to make a **'subject access request'** to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact Ms. Magine Taylor the Data Protection Lead at Trinity Catholic High School.

Other rights

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe, including the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Withdraw your consent, where you have previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office 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

Our Data Protection Officer is:

- The London Borough of Redbridge at; dataprotection.schools@redbridge.gov.uk

However, our Data Protection Lead has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Ms. Magine Taylor, Trinity Catholic High School, Mornington Road, Woodford Green, IG8 0TP or mtaylor@tchs.org.uk

Last updated

We may need to update this privacy notice from time to time. This version was updated in June 2024.