



Blessed Thomas Holford Catholic College

May God's love be our guide 

Privacy Notice (how we use pupil information)

Blessed Thomas Holford Catholic College are committed to protecting and respecting your privacy. Under data protection law, individuals have a right to be informed about how the College 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 students.

We, Blessed Thomas Holford Catholic College, are the 'data controller' for the purposes of data protection law. Our data protection officer (see 'Contact us' below).

In some cases, we may share your data or will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the College to share your data. Where the College outsources data to a third-party processor, the same data protection standards that Blessed Thomas Holford upholds are imposed on the processor.

Categories of personal data and special categories of personal data:

Personal data: is any information relating to an identified or identifiable individual; examples include name, address and online identifier such as a username.

Special categories of personal data: is more sensitive information and so needs more protection; examples include racial or ethnic origin, religious or philosophical beliefs, **biometric data** and health and welfare data.

The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents
- Characteristics (such as ethnicity, language and free College meals eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous Colleges attended)
- Assessment and attainment information (such as achievement grades, progress measures, test scores, exam results and any other relevant results)
- Special Educational Needs and/or Disability information (such as Education and Health Care Plans, records of working with other agencies etc)
- Behaviour and rewards information (such as exclusions, any relevant alternative provision, rewards received)
- Photographs, images and videos of students and/or their work/learning (only where consent is given)
- Safeguarding information (such as information that students share or are noted by staff, court orders and professional involvement)
- Medical conditions, including physical and mental health, and medical admin information (such as doctors information, child health, dental health, allergies, medication, dietary requirements and Individual Health Care Plans)
- CCTV images captured in College and biometric data
- Post 16 and 18 learning information
- Financial and/or organisational management information (such as trips and activities, College meal and free College meal and identify management information)

We may also hold data about students that we have received from other organisations, including other Colleges, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil attainment and progress
- Provide appropriate pastoral care
- Safeguard students (e.g. food allergies, or emergency contact details)
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with our legal obligations
- Comply with the law regarding data sharing

Our legal basis for using this data

We collect and use pupil information, on a lawful basis, under Article 6 of the General Data Protection Regulation (GDPR).

We only collect and use students' personal data when the law allows us to.

Most commonly, we process it where:

- We need to comply with a legal obligation
- It is necessary to carry out tasks in the public interest

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

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

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

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

How we store this data

We keep personal information about students while they are attending our College. We may also keep it beyond their attendance at our College if this is necessary in order to comply with our legal obligations. **Data Retention Guidelines are followed which sets out how long we keep information about students.**

Data sharing

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins College funding and educational attainment policy and monitoring.

We may share personal data with third-party service providers for the purposes of administering your (or your child's) progress through the education system and to support pupil learning; to monitor and report on pupil attainment and progress and to provide appropriate pastoral care; to assess the quality of our services; and to keep students safe.

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, destinations when they have left our College and exclusions
- The Department for Education (DfE)
- Our youth support services provider
- The pupil's family and representatives
- Educators and examining bodies
- Dioceses
- Our regulator, e.g. Ofsted,
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Trusted partners working directly with the College
- Our auditors

- Survey and research organisations
- Health authorities, health and social welfare organisations and the College nurse service
- Professional advisers and consultants
- Police forces, courts, tribunals

National Pupil Database (NPD)

We are required to provide information about students to the Department for Education as part of statutory data collections such as the College census. Some of this information is then stored in the [National Pupil Database](#) which is owned and managed by the Department and provides evidence on College performance to inform 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 Colleges, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote students' education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and students' rights regarding access to personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the College holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

To make a subject access request, please contact our data protection officer.

Parents/carers also have a legal right of access to their child's educational record. To request access, please contact the Headteacher.

Other rights

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to 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
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection officer.

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.

To make a complaint, please contact our data protection officer.

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

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:

Data Protection Officer: dpo@bthcc.org