



EMMAUS

CATHOLIC MAC

Pupils, Parents and Visitors Privacy Notice

Date approved by Directors:	November 2022
Board Review Date:	November 2025
Body Responsible for Review:	Compliance Committee 15.11.22



Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Pupil, Parents and Visitors Privacy Notice has been approved and adopted by Emmaus Catholic Multi School Company on XX November 2022 and will be reviewed in November 2025.

Signed by Director of Emmaus Catholic MAC:

Signed by CSEL for Central Team:

Schools to which this policy relates:

Signed by Principal for – Hagley Catholic High School

Signed by Principal for – Our Lady of Fatima Catholic Primary School:

Signed by Principal for – Our Lady & St Hubert’s Catholic Primary School:

Signed by Principal for – St Ambrose Catholic Primary School:

Signed by Principal for – St Francis Xavier Catholic Primary School:

Signed by Principal for – St Gregory’s Catholic Primary School:

Signed by Principal for – St Joseph’s Catholic Primary School

Signed by Principal for – St Mary’s Catholic Primary School:

Signed by Principal for – St Philip’s Catholic Primary School:

Signed by Principal for – St Wulstan’s Catholic Primary School:

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1. Introduction

- 1.1 Emmaus Catholic Multi Academy Company (the 'MAC') is the 'data controller' for the purposes of Data Protection Law. This means we are responsible for how your personal information is processed and for what purposes. We are the data controller for the following schools within our Multi Academy Company:
- Hagley Catholic High School
 - Our Lady of Fatima Catholic Primary School
 - Our Lady and St Huberts Catholic Primary School
 - St Ambrose Catholic Primary School
 - St Francis Xavier Catholic Primary School
 - St Gregorys Catholic Primary School
 - St Josephs Catholic Primary School
 - St Marys Catholic Primary School
 - St Philips Catholic Primary School
 - St Wulstans Catholic Primary School
- 1.2 Emmaus Catholic Multi Academy Company (the 'MAC') is registered as the Data Controller with the Information Commissioner's Office (ICO).
- 1.3 You can contact the MAC as the Data Controller in writing at: Emmaus Catholic Multi Academy Company C/O Hagley Catholic High School, Brake Lane, Hagley, DY8 2XL or, by emailing the Chief Finance and Operations Officer at ahodder@emmausmac.com

2. Policy purpose

- 2.1 A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We do this for a number of reasons. This policy tells you what information we use about you and why we use it. It is very important that information about you is kept safe.
- 2.2 If you want to know anything about what we do with information about you then please ask your teacher or speak to your parents/guardians and ask them to contact the school / MAC.
- 2.3 We also have a person called the Data Protection Officer working on behalf of the school / MAC. They can answer any questions you have about what the school / MAC does with your information. If you or your parents/guardian want to speak to them, then you can do at:

YourIG Data Protection Officer Service
Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

3. Why do we collect and use pupil and parent information

- 3.1 We collect and use pupil and parent information under the following Acts of parliament and associated legislation:

Secondary Age Pupils

The Education Act, amendments and accompanying regulations – For example, Section 537A of the 1996 Act enables the education setting to collect information to perform the Department of Education’s termly census.

Primary Age Educational Settings:

Section 40(2)(a) of the Childcare Act 2006 - early years foundation stage and Section 87 of the Education Act 2002 - key stage 1 and key stage 2, enables primary age education settings to collect information for the assessing and reporting of the national curriculum.

There are various versions of the Education Act both preceding and following the 1996 Act that have influence on what information is required and how it is processed such as:

- The Education Reform Act 1998, Further and Higher Education Act 1992, Education Act
- 1994, School Standards and Framework Act 1998, Teaching and Higher Education Act 1998,
- Education Act 2002, Higher Education Act 2004, Education Act 2005, Education and Inspection Act 2006 and Education Act 2011, The Education (Pupil Information) England Regulations 2005 and associated regulations and statutory instruments.

Where appropriate we also rely on:

- The Children Act and subsequent amendments
- The Common Law Duty of Care
- Health and Safety at Work Act
- Working together to Safeguard Children Guidelines (DfE)
- Equality Act 2010
- The Disability Discrimination Act,
- Special Educational Needs (SEN) Code of Practice
- Safeguarding Vulnerable Groups Act
- Limitation Act 1980

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to comply with the law regarding data sharing

4. The categories of pupil and parent information that we collect, hold and share

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, gender, religion, date of birth, free school meal eligibility)
- Special educational needs (including the needs, ranking, assessments, external reports, funding)
- Safeguarding information (such as court orders and professional involvement)
- Medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons, any previous schools attended)
- Assessment and attainment information (such as EYFS, Key Stage or internal academic assessment information, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Imagery (Photographs, CCTV footage)
- Biometric Data (used for school meals)

- Consent (such as consent to attend school trips or events, consent to be filmed or videoed, consent to try other foods etc)
- 4.1 For a further example of the information typically held by schools, please see the Department for Education (DfE) Common Basic Data Set, here:

<https://www.gov.uk/government/publications/common-basic-data-set-cbds-database>

5. Collecting pupil, parent and visitor information

- 5.1 We get this information from:
- You
 - Teacher and other staff
 - People from other organisations, like previous school, doctors or the local authority for example
 - External agencies
- 5.2 Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.
- 5.3 We intend to collect consent to process information for, photographs, videos and their use and association with a pupil, biometric data. Please note, you have a right to withdraw consent at any time and can contact the school designated data champion.
- 5.4 If you provide us with contact details of others, for example, in case of emergency or when you may not be available, please ensure that they are aware their information has been passed to the school / MAC.
- 5.5 We will also receive the above types of personal information, where relevant, from the previous school/nursery and may also receive information from the Local Authority (LA) and the DfE.

6. Storing pupil, parents and visitor data

- 6.1 The information we collect, use and store about pupils, their parents/carers and visitors are retained on our computer systems, stored in the cloud and in paper

files, either until it is updated/superseded or until the pupil leaves the school where it will be passed on to the receiving school in accordance with the Education (Pupil Information) England Regulations 2005.

- 6.2 Records are retained by a Secondary school for the period of 25 years from the Date of birth of the Child.
- 6.3 Further information on how long we retain information can be found within our Emmaus Catholic Multi Academy Data Retention Policy which can be located on the Emmaus MAC website www.emmaumac.com

7. Who do we share information with

- Relevant staff within the school / MAC
- The Local Authority
- Archdiocese of Birmingham
- Other schools or educational institutions you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/or ESFA as required by the law
- Health Services, NHS, the School Nurse, Public Health and other Health Agencies
- External Agencies, CAHMS, Counselling Services, Childrens Services, Safeguarding Agencies, Speech and Language Service, Child Behaviour Support, Bereavement Support, The Kenelm Youth Trust, West Midlands Police, West Mercia Police
- Examination Boards
- Contractors, to enable them to provide an effective service to the school, such as school meal providers, payment services (e.g., ParentPay) external tutors and careers advisors
- Education / classroom apps
- Conferencing software for homework and home learning
- Support service providers, including:
 - Arbor
 - Elite Health and Safety
 - Every for Education
 - Microsoft
 - Wonde
 - Parent Pay / School Comms
 - Stripe (Arbor Pay)
 - PSF Financials

IMP Budget Software
LA Extranet
Schools ICT
Biostore
Inventory (signing in system)
Passtab (signing in system)
Entry (signing in system)
Papercut
J F Poulton Alarms
Paxton Access
ADT
Chubb
Evolve
Mark One Fire Alarms
Cool Milk

7.1 Microsoft Teams will be used by staff to teach pupils in their home setting:

- Child taking part in a Microsoft Teams session. **The lawful basis for a child taking part in a Microsoft Teams educational session** based on a curriculum activity would be covered by UK GDPR Article 6(1)(e) ‘processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller’. Consent would not be required from a UK GDPR/Data Protection Act perspective.
- If it is a non-curriculum-based activity/activity not covered by Article 6 (1) (e) the school would need to identify a different lawful basis, this may be consent based (implied consent by joining a session would suffice for UK GDPR purposes) or utilise the “legitimate interests” lawful basis that in turn requires a legitimate interests test that includes consideration of the rights and freedoms of individuals.
- **Having the session recorded** Recording a video session is a separate processing activity that also involves storing, retention and potentially sharing images of students. The school / MAC will take into consideration the principle of Article 5 1 (e) ‘kept in a form which permits identification of data subjects for no longer than is necessary for the purposes of which the personal data are processed.’ Apart from the appropriate security controls to protect the information, a lawful basis must be identified.
- Recent discussions with Safeguarding colleagues suggest that the recording of sessions without giving the students choice as to whether they are recorded or not, is not appropriate and it would be difficult to justify the recording of a session from a UK GDPR/Data Protection Act

perspective, that it was carried out in the public interest or official authority. Therefore Article 6 (1) (e) could not apply. The approach in this situation is therefore to recommend that recording of sessions will need to be based on consent. Where one or more individuals attending a session do not want to be recorded, they should be advised, and given the choice, to not turn on their cameras.

- **Having it shared in a public forum.** This is fundamentally the same as (b) above, it is a separate processing activity and needs to have a lawful basis identified. If it does not meet the Article 6(1) (e) criteria, then the suggested option is that consent is obtained. Those that do not consent should be advised, and given the choice, to not turn on their cameras.

7.2 For further information on Microsoft Teams and how the School / MAC is using these apps please see the School / MAC Data Protection Impact Assessment.

- MyMaths
- PurpleMash
- TestBase
- Times Table Rockstars
- Twinkle
- Seasaw
- Oxford Owl
- Bookpoint
- Cauliflower Group
- Class Twist – Class DoJo
- School Photos
- Education City
- Pic Collage
- ReaderAware (Library Services)
- Smoothwall (e-safety software and Safeguard)
- TargetTracker (Primary target tracking)
- SISRA (Secondary target tracking)
- PixL
- Oxford University Press
- Pearson Education
- OCR
- Nubridge Publishing
- Micro Librarian System
- Google
- InVentry (Signing in system)
- Passtab (Signing in system)
- Entry (Signing in system)
- Arbor Assessment

- Twitter
- Facebook
- Instagram

- 7.3 The above list applies to common services and learning platforms that are used across Emmaus schools, the list is not exhaustive, and platforms used and not included on the list will be communicated by the School to the MAC and the list will be updated.
- 7.4 We are committed to working with the local authorities in protecting and safeguarding children and young people in the Borough's. Therefore, we intend, where relevant to do so, share information with the Multi-Agency Safeguarding Teams which is a collocated arrangement of agencies including the relevant local authority (Birmingham, Dudley, Sandwell, Worcester) Police, NHS Trusts and Probation Service. Following relevant local authority safeguarding procedures as required.
- 7.5 Where a pupil/parent/carer has been involved in an accident, an Accident/Incident Report Form will be completed which will include details of the accident including information about you. This information will be passed to the MAC Health and Safety Consultant and may be shared with others i.e., HSE to allow us to comply with our statutory duties.

8. Aged 14+ Qualifications

- 8.1 For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications.

9. Why we share pupil, parent and visitor information

- 9.1 We do not share information about our pupils, parents and visitors with anyone without consent unless the law and our policies allow us to do so.
- 9.2 We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- 9.3 We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

10. Data collection requirements

- 10.1 To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

11. Our pupils Aged 16+

- 11.1 We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996.
- 11.2 This enables them to provide services as follows:
- Post-16 education and training providers
 - Careers advisers
- 11.3 A child / pupil once they reach the age of 16 can object to only name, address and date of birth is passed to their local authority or provider of youth support services by informing us.
- 11.4 For more information about services for young people, please visit our local authorities:
<http://www.dudley.gov.uk> <http://www.worcestershire.gov.uk>
<http://www.sandwell.gov.uk> <http://www.birmingham.gov.uk>

12. Local Authorities

- 12.1 Emmaus Catholic Multi Academy Company spans 4 local authorities. The following list details the relevant local authority for Emmaus schools.
- Birmingham Local Authority – Our Lady of Fatima Catholic Primary School
 - Dudley Local Authority – St Josephs Catholic Primary School and St Marys Catholic Primary School
 - Sandwell Local Authority – Our Lady and St Huberts Catholic Primary School, St Francis Xavier Catholic Primary School, St Gregorys Catholic Primary School and St Philips Catholic Primary School
 - Worcester Local Authority – Hagley Catholic High School, St Ambrose Catholic Primary School and St Ambrose Catholic Primary School

- 12.2 We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels.

13. Department for Education

- 13.1 The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under

- regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

- 13.2 All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section.

14. Requesting access to your personal data

- 14.1 Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact your school designated data champion

- 14.2 If you want to know anything about what we do with information about you then please ask your teacher or speak to your parents/guardians and ask them to contact the school designated data champion.

- 14.3 You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

- 14.4 If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or

directly to the Information Commissioner's Office at
<https://ico.org.uk/concerns/>

- 14.5 For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

15. Withdrawal of consent and the right to lodge a complaint

- 15.1 Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school / MAC designated data champion.
- 15.2 If you would like to discuss anything in this privacy notice, please contact:

YourIG Data Protection Officer Service
Dudley MBC
The Council House
Dudley
West Midlands, DY1 1HF
Email: YourIGDPOService@dudley.gov.uk
Telephone: 01384 815607

16. How Government uses your data

- 16.1 The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

17. CCTV

17.1 This section of the policy relates to the CCTV system, including but not limited to where it has been installed on the outside and inside of a School within Emmaus Catholic Multi Academy Company.

17.2 **What personal information does this service capture**

The CCTV system captures images of people and vehicles in and around where a camera is located. Where fixed CCTV cameras are operating, there will be signs clearly displayed. Images captured by CCTV will not be kept for longer than 30 days. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

17.3 **What is this personal information used for**

We use this personal data for the following reasons:

- to increase personal safety of pupils, staff and visitors, and reduce the fear of crime.
- to protect the school buildings and their assets.
- to support the Police in a bid to deter and detect crime.
- to assist in identifying, apprehending and potentially prosecuting offenders.
- to protect members of the public and private property.
- to assist in managing the school.

17.4 **What is the lawful basis we are relying on**

We collect and use this information to ensure the school can undertake its remit to educate children ensuring personal safety of pupils, staff, and visitors, protecting school buildings and its assets and to assist in managing the school (Article 6(1)(e) of the General Data Protection Regulation). The school will use the 'Passport to Compliance', issued by the Surveillance Camera Commissioner to ensure that the surveillance camera system complies with the Guiding Principles set out in the Surveillance Camera Code of Practice published by the Home Office as a requirement of the Protection of Freedoms Act 2012.

17.5 **Where has your personal information come from**

The images are captured because you are present in the area which is covered by the CCTV system.

17.6 Who will we share this personal information with

Your personal data is shared securely with the following, where it is both necessary and appropriate to do so:

- Relevant staff within the school.
- Local authority.
- The Police
- External Agencies

18. Data collection requirements

- 18.1 To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

19. The National Pupil Database (NPD)

- 19.1 Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).
- 19.2 The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.
- 19.3 It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

20. Sharing by the Department

- 20.1 The law allows the Department to share pupils' personal data with certain third parties, including:
- schools
 - local authorities
 - researchers

- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime for more information about the Department's NPD data sharing process, please visit:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

20.2 Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

20.3 For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfes-external-data-shares>

21. How to find out what personal information DfE hold about you

21.1 Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data, they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

21.2 If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published on the following website:

<https://www.gov.uk/government/organisations/department-foreducation/about/personal-information-charter>

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

22. List of Emmaus MAC Data Protection Officers and Designated Data Champions

School	Name	Role	Contact
Emmaus (Dudley MBC)	James Gray Steve Attwood	Data Protection Officer	YourIGDPOService@dudley.gov.uk
Emmaus MAC	Amanda Hodder	Data Protection Officer (Chief Finance and Operations Officer)	ahodder@emmausmac.com
Hagley Catholic High School	Tracey Brown	Designated Data Champion	tbrown@emmausmac.com
Our Lady of Fatima Catholic Primary School	Claire Billingham	Designated Data Champion	cbillingham@emmausmac.com
Our Lady and St Huberts Catholic Primary School	Kulwant Dosanjh	Designated Data Champion	kdosanjh@emmausmac.com
St Ambrose Catholic Primary School	Kate Fish	Designated Data Champion	kfish@emmausmac.com
St Francis Xavier Catholic Primary School	Debbie Faux-Conduit	Designated Data Champion	dfaux@emmausmac.com
St Gregorys Catholic Primary School	Sarah Aston	Designated Data Champion	saston@emmausmac.com
St Josephs Catholic Primary School	Debbie Faux-Conduit	Designated Data Champion	dfaux@emmausmac.com
St Marys Catholic Primary School	Dawn Beese	Designated Data Champion	dbeese@emmausmac.com
St Philips Catholic Primary School	Sarah Aston	Designated Data Champion	saston@emmausmac.com
St Wulstans Catholic Primary School	Dawn Beese	Designated Data Champion	dbeese@emmausmac.com