



St Thomas More Language College

Serving God, Striving for Excellence



GDPR Student Privacy Notice

St Thomas More Language College processes personal information about its students and is a 'data controller' for the purposes of GDPR 2018. We collect information from you and may receive information about you from your previous school and the Learning Records Service.

We hold and use your information to support your teaching and learning, monitor and report on how well you are doing, provide you with pastoral care.

The information we hold includes your contact details, national curriculum assessment results, attendance information, your ethnic group, any special educational needs and any relevant medical information.

If you are enrolling for post-14 qualifications, the Learning Records Service will give us your unique learner number (ULN). We may also ask them for details of any learning you have done in the past or any qualifications you have.

We will not give information about you to anyone outside the College without your permission unless the law and our rules permit it. We are required by law to pass some of your information to RBKC and to the Department for Education (DfE).

Why do we collect and use student information?

We collect and use student information under the following lawful basis:

- Where we have the consent of the data subject;
- Where it is necessary for compliance with a legal obligation;
- Where processing is necessary to protect the vital interests of the data subject or another person;
- Where it 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.

Where the personal data we collect about students is sensitive personal data, we will only process it where:

- We have explicit consent;
- Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and/or

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- Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

We use the student data to support our statutory functions of running a school, in particular:

- To decide who to admit to the College;
- To maintain a waiting list;
- To support student learning;
- To monitor and report on student progress;
- To provide appropriate pastoral care;
- To assess the quality of our services;
- To comply with the law regarding data sharing;
- For the protection and welfare of students and others in the College;
- For the safe and orderly running of the College;
- To promote the school;
- To communicate with parents/carers;
- In order to respond to investigations from our regulators or to respond to complaints raised by our stakeholders;
- In connection with any legal proceedings threatened or commenced against the College

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique student number and address);
- Characteristics (such as ethnicity, language, medical conditions, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Behaviour records, including exclusions (if relevant) records about attainment, assessment information, information about special needs (if relevant)

From time to time and in certain circumstances, we might also process personal data about students, some of which might be sensitive personal data, including information about criminal proceedings/convictions, child protection/safeguarding.

This information is not routinely collected about students and is only likely to be processed by the College in specific circumstances relating to particular students, for example, if a child protection issue arises or if a student is involved in a criminal matter.

Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and/or the Police.

Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.

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Storing student data

A significant amount of personal data is stored electronically, for example, on our database, SIMS. Some information may also be stored in hard copy format.

Data stored electronically may be saved on a cloud based system which may be hosted in a different country.

Personal data may be transferred to other countries if, for example, we are arranging a school trip to a different country. Appropriate steps will be taken to keep the data secure.

Who do we share student information with?

We routinely share student information with:

- Parents/carers (as defined in the Education Act 1996);
- Schools / Colleges that students attend after leaving us;
- RBKC
- A student's home local authority (if different);
- Department for Education (DfE);
- Education and Skills Funding Agency
- College Governors
- Exam boards including exam boards including AQA, OCR, Edexcel, WJEC, BTEC

From time to time, we may also share student information with other third parties including the following:

- The Police and law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists, Education Welfare Officers;
- Courts, if ordered to do so;
- The National College for Teaching and Learning;
- The Joint Council for Qualifications;
- The Standards Testing Agency
- Prevent teams in accordance with the Prevent Duty on schools;
- The Local Safeguarding Board
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances;
- The Catholic Education Service
- Diocesan Officers at the Diocese of Westminster for the purposes of receiving educational support;

For more information or to raise any concern please contact:

- GDPR College lead – **Fr Antony:** Ahomer6.207@lgflmail.org or telephone 020 7589 9734.
- Data Protection officer - **Turn IT on:** dpo@turniton.co.uk or telephone: 01865 597620 (option 3 - GDPR)
- Ms E Martins, emartins2.207@lgflmail.org or telephone 020 7589 9734

The Headteachers PA who will also act as the contact point for any subject access requests.

Further advice and information is available from the Information Commissioner's Office:

- www.ico.gov.uk or telephone 0162 5545 7453

Person responsible for Policy:

GDPR College Lead - **Fr Antony**

Data Protection Officer – **Turn it On**

Policy update:

May 2019

Policy to be reviewed:

September 2020