



ST ALOYSIUS' COLLEGE

St Aloysius' College

Privacy Statement for current pupils (simplified language)

ICO Registration Number: Z7328006

This document tells you how we store and use information about you.

St Aloysius' College (The College) wants to make sure that we are careful with your information and only use it in a lawful way. This notice sets describes how we will collect and use your information.

Collection of personal data

The College may collect information:

- from you and/or your parents (e.g. when your parents fill in forms or email the school)
- from your teachers and other staff in the school (e.g. the nurse, classroom assistant)
- from other organisations (e.g. doctors, other schools that you were at)

Uses made of your information and the basis of processing

We will use the information we collect to allow you to make the best of your time at St Aloysius' College. We call this a "legitimate interest" for collecting and using your personal information. In addition, the school will occasionally use special category personal information (e.g. concerning health or religion). We will only do this when the law allows us or your parents/guardians have told us it is ok.

The school will not hold any more information than it needs to allow you to do your best in your years here. It will not use computers to make automatic decisions based on your information.

The College expects that the following uses will fall within its "legitimate interests":

- To support the smooth running of the school (e.g. your address, date of birth, who are your brothers and sisters);
- To provide your lessons and other extra-curricular activities, and keep track of how you are getting on (e.g. grades, marks, academic reports, disciplinary, award and attendance records);
- To let other schools know how you got on at the College if you decide to change school.
- To enable you to take part in national or other assessments (e.g. reading tests);
- To look after your wellbeing and support you when you need it;
- To make sure you are using school computer equipment in a safe way;

- To make use of photos of you in school magazines, on the school website and on the school's social media channels;
- For security purposes, including CCTV cameras;

In addition, the school will on occasion need to use **special category personal information** (e.g. concerning health or religion) which we have to be extra careful with. These reasons will include:

- To look after your wellbeing and health, particularly in an emergency, to give you the best support when you need it;
- To provide additional help with your education if you need it;
- To provide spiritual education in the context of any religious beliefs;

Information security

The College will look after the information that we collect and make sure that it is only seen by those who need to.

Data sharing

We will sometimes share information about you with other people. For example:

- if you take part in an athletics event we have to give the organisers your name, date of birth, gender and personal best;
- We may also give your name to educational websites to create accounts e.g. Sumdog;
- If you move to another school, we will let them know how you got on at the College.

International transfer of personal data

If you go on a trip abroad with the school, we will have to send some of your information to whatever countries you visit. We will ask for your permission when we do this.

If there is any other reason for sending your information abroad, we will make sure it is looked after as well as it is in the College.

Data retention period

We will keep your information only for as long as we need it:

- We will keep most of your information for 7 years after your class leaves sixth year.
- If you needed particular help with your education, we will keep this information for 17 years after your class leaves sixth year.
- Some pictures and other interesting facts will be kept forever as an archive of life at the College.
- If you went on any overnight trips with the school, some information about this, such as where you went, when and who went with you, will be kept forever
- The dates you started and left the College will be kept forever.

- Any information regarding your safety as a child (Child Protection Issues) will be kept forever.

The law on these lengths of time could change or new laws could be created in the future.

The data subject's rights

You have legal rights concerning the information we hold about you.

You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Changes to our privacy policy

Any changes we may make to this Privacy Notice in the future will be posted on our website and, where appropriate, given to you.

How to contact us

If you wish to contact us about your personal data or exercise any of the rights described above please contact the Data Compliance Lead:

Telephone: 0141 332 3190

Email: data@stalloysius.org

Mail: St Aloysius' College, 45 Hill Street, Glasgow G3 6RJ

Policy Owner: Data Compliance Lead, James Cluckie

Version 1 Policy Updated: May 2018

Policy Reviewed by Lawyers: May 2018

Policy Reviewed by Audit Risk and Governance Committee: May 2018

This policy will be annually reviewed by: Data Compliance Lead