



# ST ALOYSIUS' COLLEGE

**St Aloysius' College**

**Privacy Statement for current pupils**

**ICO Registration Number: Z7328006**

This document provides you with information about how we are handling, or are intending to handle, your personal information.

We are committed to protecting and respecting your privacy and complying with the principles of the General Data Protection Regulation (GDPR), as well as the terms of the Data Protection Act 2018. This notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

## Who We Are

St Aloysius' College (The College) is a company limited by guarantee (SC405951) registered in Scotland. We are a Jesuit school and a charity registered in Scotland (SC042545). Our registered office is 45 Hill Street, Glasgow, G3 6RJ. But, for the purposes of this Privacy Policy, it's just easier if we refer to ourselves as "we" or "The College".

## Collection of personal data

The College may collect and/or create or otherwise obtain data through the following processes:

- Information about you that you and/or your parents provide by filling in forms or contacting us (e.g. through email, letter, phone)
- Information about you that our staff generate in performing their duties (e.g. academic performance from teachers, wellbeing notes from pastoral staff, medical notes from the nurse)
- Information from third parties where you consent to those third parties sharing information they hold on you with us, and/or where those third parties lawfully share your information with us. (e.g. medical services, social services, police, counselling services, other schools and local authorities if you transferred from them)

## Uses made of your information and the basis of processing

We will use your personal information to allow you to make the best of your time at St Aloysius' College. The school will therefore have what is called a "legitimate interest" for processing your personal data. In addition, the school will on occasion need to process special category personal data (concerning health, ethnicity, religion or sexual life) in accordance with rights or duties imposed on it by law, including as regards safeguarding, or from time to time by explicit consent where required. The data the school holds will be the minimum it requires to allow you to thrive in your years here.

The College will not use any of the personal information we collect from you to make automated decisions.

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

- To support the smooth running of the school (e.g. contact details, date of birth, relationships);
- To provide education services, including musical education, physical training or spiritual development, career services, and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs (e.g. grades, marks, academic reports, disciplinary, award and attendance records);
- To enable relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate (e.g. regulatory authorities such as Education Scotland);
- To give and receive information and references about past, current and prospective pupils, to/from any educational institution that the pupil attended or where it is proposed they attend; and to provide references to potential employers of past pupils;
- To enable pupils to take part in national or other assessments;
- To safeguard pupils' welfare and provide appropriate pastoral care;
- To monitor use of the school's IT and communications systems in accordance with the school's ICT: acceptable use policy;
- To make use of photographic images of pupils in school publications, on the school website and on the school's social media channels in accordance with the school's policy on taking, storing and using images of children which is available on request from the College ;
- For security purposes, including CCTV in accordance with the school's CCTV policy , which is available on request from the College;
- To carry out or cooperate with any school or external complaints, disciplinary or investigation process; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

In addition, the school will on occasion need to process special category personal data (concerning but not limited to health, ethnicity, religion or sexual life) in accordance with rights or duties imposed on it by law, including as regards safeguarding, or by explicit consent where required. These reasons will include:

- To safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so: for example for medical advice, for social protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or organisers of school trips who need to be made aware of dietary or medical needs;
- To provide educational services in the context of any special educational needs of a pupil;
- To provide spiritual education in the context of any religious beliefs;
- As part of any school or external complaints, disciplinary or investigation process that involves such data, for example if there are SEN, health or safeguarding elements; or
- For legal and regulatory purposes (for example child protection, and health and safety) and to comply with its legal obligations and duties of care.

Information security

The College will take all steps reasonably necessary including policies, procedures and security features to ensure that your data is treated securely and protected from unauthorised and unlawful access and/or use, and in accordance with this notice.

Where we have given you (or where you have chosen) a password which enables you to access certain systems, you are responsible for keeping this password confidential. We ask you not to share such a password with anyone.

### Data sharing

We will share information about you with some of our suppliers who process data on our behalf to help us to provide services to you. We undertake this data sharing on the basis of our legitimate interests.

### Categories of organisation and purpose

- Online learning hosting companies - to enable our students to take part in online training and learning and to provide feedback to their teachers on this.
- Exam Boards – to facilitate public examinations and other assessments.
- Sporting organisations – team lists, date of birth, gender and specific sport information (e.g. position, personal best, golf handicap) are required for many sporting events that the College takes part in. This information is to ensure you are competing at an appropriate level and for the smooth running of the sporting events.
- Other Schools and Local Education Authorities – your pupil file will be passed on as a legal requirement to enable your new school to provide appropriate education and pastoral support.
- Electoral Register – the school is legally obliged to provide names of older pupils and their D.O.B. to establish eligibility to vote.
- Health board – names and addresses are provided to ensure the smooth running of immunisation programmes.

### International transfer of personal data

We do not generally envisage transferring your data to anyone who is located outside of the European Economic Area. One exception to this will be international trips that the school organises. When you sign up for a trip, you will be contacted for your consent, the consent will be limited in time and content if it be required.

However, on some occasions, the information we collect may be transferred to organisations who may store and use such data at premises in other countries. Where we allow an organisation to process your personal information outside of the European Economic Area, we will ensure that we create and maintain appropriate safeguards with those organisations so that your personal information is subject to the same standards and protections as when we are processing your personal information inside the European Economic Area.

### Data retention period

We will hold information about you in our data systems only for as long as we need it for the purpose for which we collected it, which is as follows:

- The retention period for most pupil data is for 7 years after your cohort leaves S6.
- Data relating to special educational needs will be retained for 17 years after your cohort leaves S6.
- Basic contact details will be held by the Development and Alumni Relations office indefinitely, unless you choose to opt out. A separate privacy notice will be issued for this when relevant.

- A small sample of images and other non-sensitive data will be retained indefinitely to form an historical archive of College life, unless you choose to opt out.
- A list of participants, the itinerary, accommodation details, and names of staff and volunteers who accompanied any residential trips you participated in will be retained for 50 years in case of historical insurance claim.
- Your dates of attendance at the College will be retained indefinitely.
- Data relating to Child Protection Issues will be retained indefinitely.

These can all be modified by any other legal obligation the school finds itself under.

#### The data subject's rights

Under the GDPR, you have rights as an individual which you can exercise in relation to 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 our Privacy Statement in the future will be posted on our website.

#### 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](mailto:data@stalloysius.org)

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

Policy Owner: Data Compliance Lead, James Cluckie

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Policy Reviewed: November 2020

This policy will be annually reviewed by: Data Compliance Lead

External Policy: Y