

# Privacy Notice for Parents and Carers – Use of Your Child’s Personal Data

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Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, individuals have a right to be informed about how our school uses 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 process their personal data.

This notice explains how we collect, store and use personal data about pupils while they are unable to fully exercise their own data protection rights (typically under age 12, but assessed individually). When your child is able to understand their rights, they should also refer to our Privacy Notice for Pupils.

St Bede’s Catholic College is the ‘data controller’ for the purposes of UK data protection law.

## 1. The personal data we hold

We collect, use, store, and share (where appropriate) personal data about pupils, including:

- Contact details and preferences, date of birth, identification documents
- Assessment and test results
- Attendance and exclusion information
- Safeguarding and welfare information
- Medical and health information
- Special educational needs (SEN), ethnicity, and other protected characteristics
- Photographs, CCTV images, and use of school ICT systems

We may also receive data from previous schools, local authorities, or other agencies.

## 2. Why we use this data

We use your child’s data to:

- Support learning and monitor progress
- Provide pastoral care and protect welfare
- Assess and improve our services
- Administer admissions, waiting lists, and school property
- Comply with legal and safeguarding obligations

- Ensure appropriate and safe use of school ICT systems
- Conduct research and statutory reporting

### 3. Lawful bases for processing

We process personal data where at least one lawful basis applies:

- **Public task**: To perform our statutory duties as a school under the Education Act 1996 and related legislation.
- **Legal obligation**: To meet duties under laws such as the Education Act 2002, Children Act 1989, and safeguarding regulations.
- **Vital interests**: To protect someone's life in an emergency.
- **Consent**: For certain optional uses (e.g., marketing or use of photos), we will ask for your consent, which you can withdraw at any time.
- **Contract**: Where necessary for a service we provide.

For special category or criminal offence data, we meet additional conditions set out in UK GDPR Articles 9 and 10, e.g., substantial public interest, safeguarding, or explicit consent.

### 4. How we collect and store this data

We collect most data from you, but also from other schools, local authorities, DfE, or other agencies. Most information is mandatory, some voluntary — we'll explain which is which when collecting it.

We retain data in line with our Records Management Policy. We keep it secure and dispose of it safely when no longer needed.

### 5. Who we share data with

We do not share personal data with third parties without consent unless the law requires or allows it. We may share with:

- Next schools, local authorities, Department for Education (DfE), Ofsted
- Health and social care services, safeguarding agencies
- Service providers, auditors, and professional advisers
- Law enforcement and courts

We transfer data securely and ensure any processors comply with UK GDPR.

## **6. International transfers**

We do not routinely transfer data outside the UK. If we ever need to, we ensure safeguards are in place as required by UK GDPR.

## **7. Your rights**

You have the right to:

- Request access to the data we hold about your child
- Have inaccurate data corrected or incomplete data completed
- Request erasure of personal data where appropriate
- Restrict or object to processing in certain circumstances
- Withdraw consent where applicable
- Complain to the Information Commissioner's Office (ICO) if you are unhappy with how we use data

Once your child can exercise their own rights, we may require their consent to respond to requests.

## **8. Complaints**

If you have concerns about how we handle data, please contact our Data Protection Officer:  
Mrs M Cheshire, Email: [cheshirem@stbcc.org](mailto:cheshirem@stbcc.org) | Tel: 0117 377 2200  
You can also contact the ICO: [www.ico.org.uk](http://www.ico.org.uk) or call 0303 123 1113.

## **9. Contact**

For questions about this notice or our use of personal data, please contact our Data Protection Officer.

Updated: July 11, 2025