

# Privacy Notice for Pupils

## St Bede's Catholic College

Long Cross, Lawrence Weston, Bristol, BS11 0SU

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### 1. Introduction

You have the right to know how we collect and use your personal data. This privacy notice explains how we collect, use, store, and share personal data about pupils at St Bede's Catholic College.

We are the 'data controller' of the personal information we hold about you. Our Data Protection Officer (DPO) is Mrs M Cheshire (see [Contact us](#)).

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### 2. The personal data we hold

We collect, use and store information including:

- Your name, date of birth, contact details
- Test and exam results, attendance records, learning progress
- Behaviour records, safeguarding information
- Information about your characteristics, such as ethnic background, religion, or special educational needs (SEN)
- Medical information
- CCTV images and photographs
- Information about how you use our IT systems

We may also collect information from previous schools, local authorities, the Department for Education (DfE), and other organisations.

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### 3. Why we use this data

We use your information to:

- Support your learning and wellbeing
- Monitor and report on your progress
- Provide appropriate pastoral care and protect your welfare
- Comply with the law regarding data sharing
- Manage school operations effectively, including safeguarding and IT security

We may also use your data (with your consent, if required) to:

- Promote school events, activities or campaigns
- Conduct research and surveys
- Produce statistics and anonymised reports

We do **not** use your data for automated decision-making or profiling.

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## 4. Our lawful basis for using this data

We collect and use your information where the law allows us to. The main legal bases we rely on are:

- **Public task:** To perform our official duties as a school
- **Legal obligation:** To comply with the law
- **Vital interests:** To protect you or someone else in an emergency
- **Consent:** Where we have asked for it and you have agreed

For sensitive ('special category') data, we may also rely on:

- Your explicit consent - Employment, social security, or social protection law - Reasons of substantial public interest - Provision of health or social care - Safeguarding of children and individuals at risk - Archiving, research, or statistical purposes in the public interest
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## 5. Collecting this data

We collect most data from you or your parents/carers, but also from other organisations like previous schools, local authorities, or the DfE.

Some information is mandatory (required by law), and some is optional. We'll always tell you if information is optional.

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## 6. How we store this data

We keep your personal data only for as long as necessary to fulfil our legal obligations or for our school operations. You can request a copy of our Records Management Policy from the PA to the Principal ([walkerc@stbcc.org](mailto:walkerc@stbcc.org)).

We protect your information with appropriate security measures, and securely destroy it when it is no longer needed.

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## 7. Who we share data with

We may share your information with:

- Schools you attend after leaving us - Local authority and youth support services - DfE and its agencies - Ofsted - Exam boards - School service providers (like caterers, IT providers, auditors) - Health and welfare organisations - Police, courts, and other authorities if legally required

## Sharing with the DfE and National Pupil Database (NPD)

We are required to share data with the DfE for purposes like funding, monitoring performance, and research.

Some of this data is stored in the NPD. For more information, visit [DfE: How we use your information](#).

## Youth support services

Once you are 13, we are required to pass some information to the local authority or youth support services. You or your parents/carers can ask us not to share information beyond name, address, and date of birth.

## International transfers

If we ever need to transfer your data outside the UK, we will ensure appropriate safeguards are in place and inform you in advance.

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## 8. Your rights

You have the right to: - Access your data (subject access request) - Correct inaccurate data - Have your data erased (in certain circumstances) - Restrict how your data is used - Object to its use (in certain circumstances) - Withdraw consent (if we rely on consent) - Make a complaint to the Information Commissioner's Office (ICO)

We may refuse a request if the law allows us to. See section 4 for situations where rights may be limited.

To exercise your rights, contact us (see [Contact us](#)).

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## 9. Complaints

If you're unhappy with how we've used your data, please contact our DPO first.

If you're still not satisfied, you can complain to the ICO:

- [ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint)

- Call: 0303 123 1113

- Write: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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## 10. Contact us

If you have any questions, contact our Data Protection Officer:

**Mrs M Cheshire**

Email: [cheshirem@stbcc.org](mailto:cheshirem@stbcc.org)

Phone: 0117 377 2200

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