

Contents

1. Introduction
 2. The Personal Data We Hold
 3. Why We Use This Data
 4. Our Lawful Basis for Using This Data
 5. Collecting This Data
 6. How We Store This Data
 7. Who We Share Data With
 8. Your Rights
 9. Complaints
 10. Contact Us
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1. Introduction

Under UK data protection law (UK GDPR and Data Protection Act 2018), individuals have the right to be informed about how we use their personal data. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

Our trust, St Bede's Catholic College, Long Cross, Lawrence Weston, Bristol, BS11 0SU, is the **data controller** for the purposes of UK data protection law.

2. The Personal Data We Hold

We may collect, use, store, and share (where appropriate) the following about you:

- Contact details and preferences (name, address, email, telephone)

- Bank details
- Details of your family circumstances
- Safeguarding information (including court orders or professional involvement)
- Records of correspondence and contact with us
- Complaints you have made
- Information about your use of our IT systems and facilities
- Health conditions we need to be aware of
- Photographs and CCTV images captured at school
- Religion (where relevant to admissions or school activities)

We may also receive data about you from other organisations, including other schools and local authorities.

3. Why We Use This Data

We use the data listed above to:

- Report to you on your child's attainment and progress
- Keep you informed about school events and closures
- Process payments for school services and activities
- Provide pastoral care and protect pupil welfare
- Administer admissions and waiting lists
- Assess the quality of our services
- Carry out research
- Comply with legal and statutory obligations
- Ensure our IT systems and facilities are used lawfully and safely

We will only use your personal information for the purposes for which it was collected unless we reasonably consider another purpose is compatible. If we need to use your information for an unrelated purpose, we will notify you and explain the legal basis.

3.1 Marketing

With your consent, we may send you marketing emails or texts about school events or services. You can withdraw your consent at any time.

3.2 Automated Decision-Making and Profiling

We do not currently process your data in this way.

3.3 Filtering and Monitoring

We may monitor your use of our IT systems and facilities to: - Comply with our policies and legal obligations - Keep our network and data secure - Protect pupil welfare

4. Our Lawful Basis for Using This Data

We process your personal data under the following lawful bases:

- **Public task:** to perform our statutory functions as a school (e.g., Education Act 1996, Keeping Children Safe in Education guidance)
- **Legal obligation:** to meet our responsibilities under the law
- **Consent:** where you have given explicit consent
- **Vital interests:** where necessary to protect life
- **Contract:** where we need to fulfil a contract with you
- **Legitimate interests:** where we have a minimal privacy impact and a compelling reason, e.g., improving services

Where we rely on consent, you can withdraw it at any time.

4.1 Special Category Data

We process 'special category' data (e.g., health, religion) only where we have both a lawful basis and an additional condition under UK GDPR, such as:

- Your explicit consent
- Protection of vital interests
- Legal claims
- Substantial public interest
- Health or social care purposes
- Archiving, research, or statistics in the public interest

We will only process criminal offence data where permitted under UK data protection law.

5. Collecting This Data

We collect data from you directly and from other organisations, such as:

- Local authorities
- Government departments and agencies
- Your children
- Police, courts, tribunals

- Other schools and trusts

We will make it clear when information is mandatory and the consequences of not providing it.

6. How We Store This Data

We keep your personal information while your child attends our school and beyond if required to comply with our legal obligations. Our [records management policy] sets out how long we retain information. A copy is available by emailing [PA to the Principal at walkerc@stbcc.org].

We have appropriate security measures to prevent unauthorised access, loss, or misuse. When we no longer need your data, we securely delete or destroy it.

7. Who We Share Data With

We do not share your information with any third party without consent unless the law allows us to. Where legally required or necessary, we may share personal data with:

- Our local authority
- Department for Education (DfE)
- Ofsted and other regulators
- Suppliers and service providers (e.g., catering, IT, HR, monitoring)
- Financial organisations
- Our auditors
- Health and social care professionals
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police, courts, and tribunals

7.1 International Transfers

We do not routinely transfer your personal data outside the UK. If we do so, we will ensure it is protected in line with UK data protection law, using adequacy regulations or appropriate safeguards. Please contact us for details of such safeguards if applicable.

8. Your Rights

Under data protection law, you have the right to:

- Access your personal data
- Have inaccurate data corrected
- Request deletion of your data (in certain circumstances)
- Restrict processing of your data (in certain circumstances)
- Object to processing (where applicable)
- Withdraw consent (where applicable)
- Request data portability (where applicable)
- Be notified of a data breach (in certain circumstances)
- Complain to the Information Commissioner's Office (ICO)

To exercise any of these rights, please contact us.

9. Complaints

We take complaints seriously. If you have concerns about our use of your personal data, please contact our Data Protection Officer:

Mrs M Cheshire
Email: Cheshirem@stbcc.org
Phone: 0117 377 2200

If you are not satisfied, you can also contact the ICO:

Website: <https://ico.org.uk/make-a-complaint/>
Phone: 0303 123 1113
Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact Us

For questions, concerns, or to exercise your rights, please contact our Data Protection Officer:

Mrs M Cheshire
Email: Cheshirem@stbcc.org
Phone: 0117 377 2200
