



**CARDINAL  
NEWMAN**  
CATHOLIC HIGH SCHOOL



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## 2.1 Privacy Notice – Parents and Carers

Cardinal Newman Catholic High School

Version 1.1

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<b>Last Reviewed</b>	<b>April 2024</b>
<b>Reviewed By (Name)</b>	<b>Jo Langstaff</b>
<b>Job Role</b>	<b>Headteacher</b>
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This document will be reviewed annually and sooner when significant changes are made to the law.

Guidance from the Department for Education about school policies can be found here:

<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

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## 2.1 What this Privacy Notice is for

Cardinal Newman Catholic High School collect, hold, use and share information about our parents and carers. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means from collecting, storing, using, sharing and disposing of it.

For the purposes of Data Protection legislation Cardinal Newman Catholic High School is a data controller and is registered as such with the Information Commissioner’s Office.

## 2.2 Information that we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes but is not restricted to, information about:

- Characteristics, such as languages spoken, N.I. number and eligibility for certain benefits
- Any health conditions you have that we may need to be aware of
- CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools or social services.

## 2.3 Why we collect and use your information

We collect and use your information to:

- Report to you on your child’s attainment and progress
- Contact you
- Keep you informed about the running of the school (such as emergency closures) and events
- Process free school meal applications
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Comply with our legal and statutory obligations

### 2.3.1 Marketing purposes

Where a family member gives us consent, we may send them marketing information by text message or email, such as for promoting school events, campaigns or charities. Consent can be withdrawn at any time by contacting us (see the Contacts section).

### 2.3.2 Automated decision making & profiling

We don't use any of your personal information to make automated decisions about you, or to profile you. If this changes in the future, privacy notices will be updated to explain both the processing and your right to object to it.

## 2.4 How, where and for how long we store your information

We keep personal information about you while your child is attending our school stored. We may also keep it beyond their attendance at our school if this is necessary. Our records retention schedule sets out how long we keep information and can be found on the school website or by contacting our data protection officer.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used, or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## 2.5 Who we share information with:

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority (Warrington Borough Council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Any educational establishments your child may attend after leaving us
- Our regulator e.g., Ofsted to fulfil our official obligations in the public interest
- Suppliers and service providers – to enable them to provide the service we have contracted them for, for example. Parent App, School Gateway
- Health and social welfare organisations
- Police forces, courts, tribunals and any other organization if we are legally required to do so

## 2.6 International Transfers

Your personal information may be transferred outside the UK and the European Economic Area ('EEA'), including to the United States. Where information is transferred outside the UK or EEA to a country that is not designated as "adequate" in relation to data protection law, the information is adequately protected using International

Data Transfer Agreements and security measures, and other appropriate safeguards. For more information on international transfers please contact us at the details below.

## 2.7 Freedom of Information Act and Environmental Information Regulations 2004

As a public body, our school is subject to requests made under the above legislation. However, we will never disclose personal data in our responses to these requests where to do so would contravene the principles of data protection.

## 2.8 Requesting access to your personal data, and other rights

Under data protection law, you have the right to request access to information about them that we hold.

Parents also have the right to access their child's educational record.

Family members/carers also have the right to request access to information about them that we hold.

You also have the right to:

- be informed about the collection and use of your personal data.
- have inaccurate personal data changed or completed if it is incomplete.
- erasure, often known as the 'right to be forgotten'; however, this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- restrict the way we are using your information, although, as above this is a limited right.
- object to the way we are using your information; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to collect and use your data, you have the right to withdraw that consent. If you do change your mind, or you are unhappy with our use of your personal data, please let us know – our contacts are in section 2.14 at the end of this document.
- You also have rights in relation to automated decision making and profiling, though these are not currently relevant as we don't carry out automated decision making or profiling.
- Finally, the right to complain about the way we use your personal information to the ICO, or to seek compensation through the courts

If you would like to request access to your data, or use any of the other rights listed above, please contact the school office in the first instance.

## 2.9 Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. **This version was last updated April 2024.**

## 2.10 Contacts

If you have a concern about the way we are collecting or using your personal data or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance.

Please contact the School Office, Headteacher or School Data Protection Officer:

**Data Protection Officer** Education Data Hub (GDPR for Schools), Derbyshire County Council  
**DPO Email:** [gdprforschools@derbyshire.gov.uk](mailto:gdprforschools@derbyshire.gov.uk)  
**DPO Phone:** 01629 532888  
**DPO Address:** County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

For Derbyshire County Council:

Information Governance Officer

Children's Services Department, Derbyshire County Council

County Hall

Matlock

Derbyshire

DE4 3AG

Email: [cs.dpandfoi@derbyshire.gov.uk](mailto:cs.dpandfoi@derbyshire.gov.uk)

Telephone: 01629 536906

For DfE:

Public Communications Unit,

Department for Education,

Sanctuary Buildings,

Great Smith Street,

London, SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

<https://www.gov.uk/contact-dfe>

Email: <http://www.education.gov.uk>

Telephone: 0370 000 2288

If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number ZA077221 and stating that the Data Controller is Cardinal Newman Catholic High School.

Information Commissioners' Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Website: <https://ico.org.uk/concerns/>