



St Christina's School Privacy Notice

Who are we

St Christina's School is an Independent Catholic School, established in 1949 in St John's Wood, London NW8. With a caring, family orientated team of teachers and staff and enjoying the help and support of many of the parents, Saint Christina's School is a very special place to be. The school identifies itself as a data controller for the purposes of the relevant legislation.

What is this privacy notice for

This notice is intended to provide information about how the school collects, holds and uses personal data about individuals including its staff, current, past and prospective pupils and their parents, or guardians [hereafter referred to as "parents"]. This information is provided to help them understand how their data is used. This Privacy Notice applies alongside any other information the school may provide about use of personal data and applies in addition to the school's terms and conditions and policies.

What data do we hold

The school needs to process a wide range of personal data about individuals, including current, past and prospective staff, pupils or parents. This data will include but is not limited to

- names, addresses, telephone numbers, e-mail addresses and other contact details
- bank details and other financial information eg in order to make payments to staff
- admissions and attendance records for past, present and prospective pupils' and other records including academic, disciplinary and special needs
- personnel information including employment or safeguarding matters, references, information about individuals' health and welfare, and contact details for their next of kin
- relevant information about pupils provided by previous educational establishments and/or other professionals or organisations working with pupils including references given or received by the school
- correspondence with and concerning staff, pupils and parents past and present
- images of pupils, staff and visitors engaging in school activities, and images captured by the school's CCTV system (in accordance with the school's policy on taking, storing and using images of children)

Why does the School need to process personal data

In the normal course of operation the school needs to process a wide range of personal data about individuals, including current, past and prospective staff, pupils or parents, as part of its daily operation. Data may be processed in order to fulfil our legal rights, duties or obligations – including our contracts with its staff, or parents of its pupils. Other uses of personal data will be made in accordance with the school's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data. Such use might include, but is not limited to, the following:

- The selection of pupils including confirming their identity that of their parents
- Providing education and monitoring progress and needs of pupils
- Maintaining relationships with former pupils and parents

- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate
- Providing or receiving information and references about past, current and prospective pupils or staff
- Safeguarding the welfare of both staff and pupils and providing appropriate care, taking appropriate action in the event of an emergency, incident or accident, including by disclosing relevant information where it is in the individual's interests to do so
- Monitoring the school's IT and communications systems in accordance with the school's IT acceptable use policy
- Use of images of pupils in school publications, on the school website and social media channels in accordance with the school's policy on taking, storing and using images of children
- For security purposes, including CCTV
- Employment of our staff, for example references, DBS checks, welfare, union membership or pension plans
- For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with our legal obligations and duties of care.

How is personal data collected

Usually personal data is provided directly by the individual or, in the case of pupils, from their parents. Some personal data will be supplied by third parties including other schools, or professionals or authorities working with an individual and some data is publicly available.

Who has access to personal data

Personal data collected by the school remains within the school and is processed only by appropriate individuals in accordance with the School's access protocols, particularly in the context of medical, pastoral, personnel and safeguarding files. In accordance with Data Protection Law, some of the school's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with the school's specific directions.

Who does the School share personal data with

Occasionally, the school will need to share personal information with third parties including, but not limited to:

- Professional advisers such as lawyers, insurers and accountants
- Government authorities such as HMRC, DfE, police or the local authority
- Regulatory bodies such as NCTL, the Independent Schools Inspectorate, the Charity Commission or the Information Commissioner
- IT Contractors and IT providers
- Caterers
- School Trip providers
- Other schools

How long is personal data kept

The School will keep data no longer than is necessary for legitimate and lawful reasons. Most staff and pupil personnel files will be kept for up to 7 years following departure from the school, however some data such as incident reports and safeguarding files will be kept longer, in accordance with specific legal requirements. A limited and reasonable amount of information will be kept for archiving purposes and for keeping in touch with our former pupils, parents and staff.

Who is responsible for Data Protection at the School

The School has appointed the Bursar to deal with any requests and enquiries concerning the school's uses of personal data, and to endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law. Please contact bursar@saintchristinas.org.uk

What rights does the data subject have

Individuals have rights under Data Protection Law to access and understand personal data about them held by the school. Enquiries regarding the school's use of their data may be made in writing to the Bursar who will respond within the statutory time limits. Requests may incur a fee in line with Data Protection law. The school will endeavour to ensure that all personal data is as up to date and accurate as possible. An individual may request that any out-of-date, irrelevant or inaccurate or information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law)

The school will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

Queries and complaints

Any comments or queries on this policy should be directed to the Bursar who may be contacted by email, bursar@saintchristinas.org.uk . If an individual believes that the school has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should follow the school's complaints or grievance procedure and, if necessary, a referral may be made to the Information Commissioner's Office.