

# Privacy Policy

Applicable to all eligible staff, parents, pupils at Loreto Convent School



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Acceptable Privacy Policy

NOTE: This is a controlled document as are all quality system files on this network.

Any documents appearing in paper form are not controlled and should be checked against the server file version prior to use.

Amendment Record

### ***Version Date Detail Author Approval***

- April 2018 No amendments - DDC

## Who processes your information?

Loreto Convent School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs Poppy Cruz acts as a representative for the school with regard to its data controller responsibilities; contactable on 20075781 or [admin@loreto.gi](mailto:admin@loreto.gi). In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Loreto Convent School upholds are imposed on the processor. Mrs Poppy Cruz is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 20075781 or [admin@loreto.gi](mailto:admin@loreto.gi)

## Why do we collect and use your information?

Loreto Convent School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA or the DfE&T. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK/Gibraltar law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013 In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:
  - To support pupil learning
  - To monitor and report on pupil progress
  - To provide appropriate pastoral care
  - To assess the quality of our service
  - To comply with the law regarding data sharing
  - To safeguard pupils

## **Which data is collected?**

The categories of pupil information that the school collects, securely holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and school meal eligibility Copies of ID's/Passports are held in a secure electronic format
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. How long is your data stored for? Personal data relating to pupils at Loreto Convent School and their families is stored in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

## **Will my information be shared?**

The school is required to share pupils' data with the DfE&T on a statutory basis. Loreto Convent School is required by law to provide information about our pupils to the DfE&T as part of statutory data collections, such as the school census. The DfE&T may share information about our pupils with third parties who promote the education or wellbeing of children in Gibraltar by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE&T has processes in place to ensure the confidentiality of any data shared is maintained. Loreto Convent School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The GHA
- The DfE&T

## What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Loreto Convent School uses your personal data.
- Request access to the personal data that Loreto Convent School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. Details about your right to be exempt or forgotten are on our website

<http://www.loreto.gi/privacy> If you have a concern about the way Loreto Convent School and/or the DfE&T is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0044 303 123 1113, Monday-Friday 9am-5pm.

## Where can you find out more information?

If you would like to find out more information about how we and/or the DfE&T collect, use and store your personal data, please visit our website (<http://www.loreto.gi/privacy>) or download our GDPR Data Protection Policy.

Declaration I, \_\_\_\_\_, declare that I understand:

- Loreto Convent School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Loreto Convent School may share my data with the DfE&T.
- Loreto Convent School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Loreto Convent School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.