

## **Privacy Notice – General Data Protection Regulation (GDPR) 2018**

### **Personal data**

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

### **Who are St John's Church of England Academy?**

St John's CE Academy is a Primary school which is part of the SaGe Multi Academy Trust also incorporating St George's Church of England Academy. We are rated by Ofsted as an 'Outstanding' school providing very good quality teaching from caring, conscientious staff who are committed to ensuring that every child reaches their full potential.

We are a Church School and Christian values are fostered within our small, friendly school family. We were rated 'Outstanding' in a recent Statutory Inspection of Anglican and Methodist Schools (SIAMS) and we have strong links with St John's Church, Darlington Deanery and Durham Diocese.

### **What does St John's Church of England Academy collect your information for?**

We obtain information about you when you use our website.

We collect information on your child/children to educate them in a secure safe and nurturing environment. We address any specific needs your child/children may have to make their learning experience the best if possibly can be.

We also collect parental information to keep you informed of your child's/children's progress in school as well as opportunities that may present themselves during the academic year.

We also collect information when you voluntarily complete surveys, undertake enquiries on our website, log request with us, provide feedback to us and participate in any event we may hold.

We use pupil's data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care

- To assess the quality of our services
- To comply with the law regarding data sharing
- To enable us to carry out specific functions for which we are responsible
- Assess performance and to set targets for schools

### **How does St John's Church of England Academy use your information?**

In order for us to provide you child/children with the best experience at St John's Church of England Academy we need to collect personal data to enable us to educate your child/children under the requirements set by The Department of Education and the Education Funding Agency. All information relating to your child/children is used to enhance their personalised learning goals and if additional support is required for SEN or health-related matters.

Data relating to a person(s) of parental responsibilities is used to keep them informed of their child/children's progress, and for emergency purposes.

In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

### **What about marketing?**

St John's Church of England Academy may use specific personal data; to market its services via its website, [the SaGe Multi Academy Trust website](#), prospectus and through local community information services. Any information used to facilitate any marketing will adhere to our parental consent policies in line with Safeguarding regulation as set out by The Department of Education.

### **Will St John's Church of England Academy share my personal data with anyone else?**

We may pass your personal data on to third-party service providers contracted to St John's Church of England Academy in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely and to use them only to fulfil the service they provide on our behalf. When they no longer need our data to fulfil this service, they will dispose of the details in line with St John's Church of England Academy procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

We share pupil's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

### **How will St John's Church of England Academy use the personal data it collects about me?**

St John's Church of England Academy will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary.

### **Under what circumstances will St John's Church of England Academy contact me?**

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### **What if the information you have on me is inaccurate?**

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure. If we have inaccuracies in our information please let us know and we will amend our records to reflect any changes required.

### **Can I find out the personal data that the organisation holds about me?**

St John's Church of England Academy at your request, can confirm what information we hold about you and how it is processed. If St John's Church of England Academy does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of St John's Church of England Academy or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.

- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

**What forms of ID will I need to provide in order to access this?**

St John's Church of England Academy accepts the following forms of ID when information on your personal data is requested such as:

- Passport
- driving licence
- birth certificate
- utility bill (from last 3 months)

**Contact details of our Data Protection Officer (DPO):**

	<b>Data Protection Officer (DPO) contact details</b>
Contact	
Name:	Mrs C Throw
Address	St Georges Church of England Academy Neasham Road Middleton St George Darlington DL2 1LD
Email:	admin@stgeorges.darlington.sch.uk
Telephone:	01325 332230