



# St Ursula's Convent School

Crooms Hill, Greenwich, London, SE10 8HN  
T: (0)20 8858 4613 E: [admin@stursulas.com](mailto:admin@stursulas.com) W: [www.stursulas.com](http://www.stursulas.com)  
Headteacher: Ms Ursula Norbert

## PRIVACY NOTICE FOR PARENTS/CARERS

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, St Ursula's Convent School, 70 Crooms Hill, Greenwich, London, SE10 8HN, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Diane Williams (see 'Contact us' at the end of this section).

### **The personal data we hold**

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.





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## Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

## Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.





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## Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. The [Information and Records Management Society's toolkit](#) for schools sets out how long we keep information about pupils.

You can obtain it by following the link above or by copying and pasting the following link:  
[https://c.ymcdn.com/sites/irms.site-ym.IRMS\\_Toolkit\\_for\\_Schools\\_v5\\_Master.pdf](https://c.ymcdn.com/sites/irms.site-ym.IRMS_Toolkit_for_Schools_v5_Master.pdf)

## Data sharing

We do not share information about pupils 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 pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education- on a statutory basis, such as for school funding and educational attainment policy and monitoring
- Other and Further Education establishments – on statutory basis to enable the transfer of pupils
- The pupil's family and representatives– to meet our legal obligations, such as safeguarding, health & safety and academic progress
- AQA, OCR, PEARSON, CIE & WJEC/EDUQAS – our examination boards on a statutory basis, such as exams entry or special consideration
- Our regulator Ofsted - on a statutory basis, within the framework of inspection
- Suppliers and service providers (for example: SIMs, ParentPay, Covue, LGFL, Clear Computing, Cunningham's, Accent Catering, PiXL, EdulinkOne, Google Classroom, Kerboodle,





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LITHO, Teachers to Parents, 4Matrix, Bedrock Learning, FFT Aspire, ALPS, Access Arrangements Online) to enable them to provide the service we have contracted them for

- March Commercial Brokers Ltd - to meet our legal obligations, such as under an insurance claim
- Local Authority Auditors to meet our legal obligations, such as audit
- Survey and research organisations (Survey Monkey, Google Forms) - done on voluntary and anonymous basis, no personal data is shared
- NHS and school nursing services on a statutory basis, to meet safeguarding protocols
- Chubb Electronic Security Systems Ltd – our security company to enable them to provide the service we have contracted them for
- Local Authority health and social welfare organization on a statutory basis, to meet safeguarding protocols
- Prospects, our career advisers to enable them to provide the service we have contracted them for, prior consent is sought
- Charities and voluntary organisations (i.e. Jack Petchey Foundation) to enable them to provide the service we have contracted them for, prior consent is sought
- Police forces, courts, tribunals on a statutory basis, the use of limited parts of our data when there is clear evidence of a criminal activity
- Professional bodies (i.e. legal services) to enable them to provide the service we have contracted them for

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

## Awarding Body Assessment Licence

The Joint Council for Qualifications (JCQ) is the single voice for its member awarding bodies (examination boards). The JCQ General Regulations for Approved Centres states that each school must ask each of its candidates to grant the awarding body a non-exclusive, royalty-free licence to use their assessment materials (the "Assessment Licence") on the following terms:

- i. the assessment licence becomes effective on submission, in any medium or form, by the candidate of the applicable assessment materials;





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- ii. the awarding body is entitled to use such assessment materials for the purpose of:
  - a. assessing such candidates and their assessment materials (“Candidate Assessment”); **and**
  - b. providing education and training services to others;
  - c. research
- iii. the awarding body is entitled to grant any sub-licences of its rights under section 6.15(ii):
  - a. to third party examiners for the purpose of candidate assessment; and
  - b. to third party IT service providers for the purpose of detecting potential and suspected malpractice.
- iv. the awarding body and its sub-licensees are entitled, for purposes of exercising their rights under the assessment licence, to reproduce the assessment materials in any form or medium and in whole or in part;
- v. the awarding body is entitled, for the purpose of providing education and training services to others, to modify, translate or otherwise change the assessment materials to meet needs;
- vi. a candidate shall be entitled to notify the awarding body, by means of a notice to the centre, that he or she wishes to terminate the awarding body’s rights referred to in section 6.15(ii)(b), (c) and it shall be in discretion of the awarding body whether or not to terminate such rights; and
- vii. a candidate is not entitled to terminate the awarding body’s rights referred to in section 6.15(ii) (a).

For more information, see the JCQ webpage on <https://www.jcq.org.uk/>

## National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database \(NPD\)](#), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.





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The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also [contact the Department for Education](#) with any further questions about the NPD.

## Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to the Royal Borough of Greenwich and youth support services, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables them to provide youth support services, post-16 education and training services, and careers advisors.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to the Royal Borough of Greenwich.

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of the information
- Tell you why we are holding and processing it, and how long we will retain it for
- Explain where we got it from, if not from you or your child







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- Tell you who it has been, or will be shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Parents/Carers also have a legal right to access to their child's educational record. To request access, please contact our office manager.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

Object to the use of personal data if it would cause, or is causing, damage or distress

Prevent it being used to send direct marketing

Object to decisions being taken by automated means (by a computer or machine, rather than by a person)

In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>.





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Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Diane Williams, email: [dwilliams@stursulas.com](mailto:dwilliams@stursulas.com).

Telephone: 020 8858 4613

This notice is based on [the Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.

