



Privacy Policy 2025

St Louis Grammar School

Date of Policy:	February 2025
To be reviewed:	February 2026

J Scullion
ICT Coordinator

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Policy Rationale

St Louis Grammar School is committed to protecting the privacy and personal data of all students, staff and stakeholders in compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR). This policy outlines how we collect, use, store and protect personal data and ensures all members of our school community are aware of their rights and responsibilities concerning privacy.

Policy Aims

- Protect the rights and privacy of individuals whose personal data is processed by the school and ensure compliance with the DPA/GDPR.
- Explain clearly how and why personal data is collected, used, stored and shared by St Louis Grammar School.
- Ensure a clear framework for data handling that aligns with legal obligations and best practices.

St Louis Grammar School adheres to the key principles of DPA/GDPR, which require that personal data shall be:

1. Processed lawfully, fairly, and in a transparent manner.
2. Collected for specified, explicit, and legitimate purposes.
3. Adequate, relevant, and limited to what is necessary.
4. Accurate and, where necessary, kept up to date.
5. Retained for no longer than is necessary.
6. Processed in a manner that ensures appropriate security.

The Data Protection Act of 2018 is designed to protect the privacy of individuals. It requires any personal information about an individual to be processed securely and confidentially. In school, this includes information relating to staff and pupils.

Personal Information

Personal information is anything relating to a person that identifies them. Examples are:

- Names of staff and pupils
- Dates of birth
- Photographs of staff and pupils clearly linked to their identify
- Addresses
- National Insurance Numbers
- Bank details and tax status
- Attendance and behavioural information
- Medical information

This policy is intended to provide information about how the school will use or process personal data. It explains how we collect, store and use personal data.

St Louis Grammar School (the Data Controller) has notified the Information Commissioner's Office of its processing activities. The school's ICO registration number is Z4963202 and its

registered address is St Louis Grammar School, Cullybackey Road, Ballymena, Co. Antrim. BT43 5DW.

Roles and Responsibilities

Board of Governors/Principal

- Ensure school complies with this policy and associated legislation related to personal data.
- Ensure staff, pupils and parents are aware of their rights and responsibilities under this policy.
- Ensure adequate training is provided to staff regarding data protection.

Data Protection Officer (DPO)

- Monitor compliance with DPA and GDPR.

Serve as a point of contact between the school and the Information Commissioner's Office.

- Advice on data breaches and liaise with external authorities if necessary.

Staff

- Follow data protection principles when handling personal data.
- Report data breaches **immediately** to the DPO/Principal.
- Ensure the security and confidentiality of personal information by following school guidelines for data management.

Parents and Pupils

- Ensure that the school is informed of any changes to personal data that may affect the accuracy of records.
- Be aware of their rights in terms of access to their own or their child's personal data and how to exercise these rights.

Data Protection Officer (DPO)

St Louis Grammar school have a DPO Agreement with the Education Authority. This means the EA assume the role of DPO. Mrs O'Neill (Principal) is the key point of contact for data protection issues and has operational responsibility for day to day management of data protection matters but the EA provide a specialist DPO for support. The Board of Governors of St Louis Grammar School remain ultimately responsible for ensuring the school is compliant with DPA/GDPR.

How the school processes personal data

We at St Louis Grammar School, collect and use pupil information under the General Data Protection Regulations (GDPR) of 2018.

We use pupil data:

- To support pupil learning and progression
- To monitor and report on pupil progress and behaviour
- To provide appropriate pastoral care and safeguard pupils
- For the purposes of pupil selection
- Maintaining relationships with alumni and the school community
- To enable pupils to take part in national assessments
- To make use of photographic images on school publications, website and social media channels
- To monitor use of the school's communications systems in accordance with the E-Safety policy
- To provide educational services in the context of any special educational needs of a pupil
- Personal files in connection with employment and safeguarding
- To cooperate with any school complaints, disciplinary or investigation processes
- Where otherwise necessary for the school's purposes.

How we use personal data

We use personal data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To protect pupil welfare
- To assess the quality of our services
- To safeguard our pupils
- To comply with the law regarding data sharing

Who we share information with

St Louis Grammar School may share personal data with third parties only when it is necessary to fulfil out legal obligations, provide specific educational services or consent has been provided by the data subject.

We share pupil information with the following outside agencies:

- The Education Authority
- The Department of Education (NI)
- The NHS
- Schools that pupils attend if leaving St Louis Grammar School
- Social Services
- The Council for the Curriculum, Examinations and Assessment
- Education Training Inspectorate

We do not share any pupil information without consent from parents/guardians unless the law allows us to do so.

Requesting access to your personal data

Under GDPR, parents/guardians and pupils have a right to request access to their personal information stored in school.

You have the right to:

- Object to processing of personal data that is likely to cause distress
- Prevent processing of personal data for the purpose of direct marketing
- Have inaccurate data rectified or erased (known as the 'right to be forgotten')
- Claim compensation for damages caused by a breach of Data Protection regulations
- Request the transfer of your personal information to another party, for example, a different school
- Not being subject to automated decision making and profiling.

Useful Links

[GDPR](#)

[The Data Protection Act 2018](#)

[EA Guidance](#)

[EA Data Protection Officer](#)



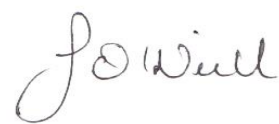

[Benefits of DPA](#)

Contact Information

For any questions or concerns regarding this policy, please contact:

- **IT Coordinator:** J Scullion, jscullion300@c2kni.net
- **Principal:** J O'Neill, joneill127@c2kni.net

Privacy Policy
February 2025 – February 2026

Designated Teacher Signature	Jane Scullion 
Designated Governor Signature	Alan Law 
Principal Signature	Jacqui O'Neill 
Chairperson of Board of Governors Signature	Mary Black 
Date	__24.03.25__