

St Louis Grammar School



Privacy Policy

2021 - 2022

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 with 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.

Responsibility for Data Protection

The Data Protection Officer is Mrs J O'Neill. Mrs O'Neill will deal with any requests or concerns about the school's use of personal data. She will endeavour to ensure all personal data is processed in compliance with this policy.

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

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
- 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