



VIDETE BONA DOMINI

# ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL  
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

**Policy:** Data Protection Policy

**Date of publication:** June 2014

**Date of approval by Governing Body:** November 2016

**Date of next review:** As required

## Privacy Notice - Data Protection Act 1998

St Richard Reynolds Catholic College processes personal data about its pupils and is a “data controller” for the purposes of the Data Protection Act 1998. We collect information from you, and may receive information from a previous school or other agencies such as the Local Authority. We hold this personal data and use it to support teaching and learning, monitor and report on:

- support pupils’ teaching and learning
- monitor and report on progress
- provide appropriate pastoral care
- and assess how well the school is doing

This information includes but is not limited to:

- contact details
- national curriculum assessment results
- attendance information
- behaviour information
- characteristics such as ethnic group
- special educational needs
- and any relevant medical information.

The College is legally obliged to protect this information. We will:

- only collect information that is needed
- keep it secure
- ensure it is relevant and up to date
- only hold as much as we need, and only for as long as we need it
- allow the subject of the information to see it on request.

We will not give any of this information to anyone outside of the College without your consent or unless the law requires it. We are required by law to pass some of your information to the Local Authority (LA), the Department for Education.

You have the right to know what information we hold and share about you. If you want to see a copy of the information then please contact the College office.