



## St. Joseph's Catholic Primary School Data Protection Policy

**This General Data Protection Policy has been approved and adopted by the Governing Body and will be reviewed annually.**

### **Mission statement**

As a Catholic School we value the special identity that God's love has created in each of us.

The Gospel inspired values of trust, honesty, self-respect, self-discipline and forgiveness are at the heart of our everyday loving and caring for one another.

All our curriculum activity reflects these principles as we search faithfully for excellence.

Together with parents, families, the church and the community, we encourage each individual to develop their God given talents and skills and realise their unique potential.

### **Our Mission**

Our Mission is to live in the way Jesus wanted. He told us to "Love One Another as I have loved you."

### **Data Protection Act 1998**

All organisations that collect process and share personal data (known as data controllers) are required to comply with the Data Protection Act 1998. One of the requirements is to issue Privacy Notices so that individuals (data subjects) are fully informed of what happens to their personal data once it is collected.

St Joseph's Catholic Primary School is the Data Controller for the purposes of the Data Protection Act. We collect your child's information from you and may receive information about your child from any previous school. We hold this personal data and use it to:

- Support teaching and your child's learning
- Monitor and report on your child's progress • Provide appropriate pastoral care
- Assess how well the school is doing Information collected includes contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

- We will not give any information about your child to anyone outside the school without your consent unless the law and our rules allow us to.
- We are required by law to pass some of your child's information to the Local Authority (LA) and the Department for Education (DfE).
- If you want to see a copy of the information we hold and share about your child then please contact The School Office in writing at: St Joseph's Catholic Primary School, Green Lane, Rawmarsh, Rotherham S62 6JY.

If you require details about how the LA and the DfE store and use your personal information, then please go to [www.rotherham.gov.uk/privacy](http://www.rotherham.gov.uk/privacy) If you are unable to access the Internet, please contact the LACYPS Information Governance Officer

Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

**Reviewed July 2017**

**To be reviewed annually but updated accordingly with new developments within the curriculum. Date of next review July 2018**