



ST ALOYSIUS' COLLEGE

St Aloysius' College

Privacy Statement for parents (or guardians) and pupils in the process of application

ICO Registration Number: Z7328006

This document provides you with information about how we are handling, or are intending to handle, your personal information.

We are committed to protecting and respecting your privacy and complying with the principles of the General Data Protection Regulations (GDPR). This notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Who We Are

St Aloysius' College (The College) is a company limited by guarantee (SC405951) registered in Scotland. We are a Jesuit school and a charity registered in Scotland (SC042545). Our registered office is 45 Hill Street, Glasgow, G3 6RJ. But, for the purposes of this Privacy Policy, it's just easier if we refer to ourselves as "we" or "The College".

Collection of personal data

The College may collect and/or create or otherwise obtain and process the following data about you:

- Information about you that you provide by filling in forms or contacting us (e.g. through email, letter, phone);
- Information about you that our staff generate in performing their duties (e.g. notes from a meeting);
- Information from third parties where you consent to those third parties sharing information they hold on you with us, and/or where those third parties lawfully share your information with us (e.g. immigration services, credit reference agencies, other schools).

Uses made of your information and the basis of processing

We will use your personal information to process your application to St Aloysius' College. The school will therefore have what is called a "legitimate interest" for processing basic personal data.

The College will not use any of the personal information we collect from you to make automated decisions.

The College expects that the following uses will fall within its “legitimate interests”:

- For the purposes of pupil selection (and to confirm the identity of prospective pupils and their parents);
- To support the smooth running of your admissions journey (e.g. contact details, subject choices, relationships to other pupils and parents/guardians);
- To receive information and references about prospective pupils, including relating to outstanding fees or payment history, from any educational institution that the pupil attended;
- For security purposes if you visit the school, including CCTV in accordance with the school’s CCTV policy;
- To carry out or cooperate with any school or external complaints, disciplinary or investigation process; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

In addition, the school will on occasion need to process **special category personal data** (concerning special educational needs) in accordance with rights or duties imposed on it by law, including as regards safeguarding, or by explicit consent where required. These reasons will include:

- To safeguard pupils' welfare should a wellbeing concern be identified during the application; and
- To ensure we can plan for appropriate educational services in the context of any special educational needs of a pupil.

Information security

The College will take all steps reasonably necessary including policies, procedures and security features to ensure that your data is treated securely and protected from unauthorised and unlawful access and/or use, and in accordance with this notice.

Data sharing

We do not envisage that we will share any information about you.

International transfer of personal data

We do not envisage transferring your data to anyone who is located outside of the European Economic Area.

Data retention period

We will hold information about you in our data systems only for as long as we need it for the purpose for which we collected it, which is as follows:

- If you take up a place at the College, your application including “Getting To Know You” information will be retained until the end of the current academic year to ensure a smooth transition.

- If you do not take up a place at the College, your data will be retained until the end of the following academic year in case you wish to apply again.
- Data relating to Child Protection Issues will be retained indefinitely.

These can all be modified by any other legal obligation the school finds itself under.

The data subject's rights

Under the GDPR, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Changes to our privacy policy

Any changes we may make to our Privacy Notice in the future will be posted on our website.

How to contact us

If you wish to contact us about your personal data or exercise any of the rights described above please contact the Data Compliance Lead:

Telephone: 0141 332 3190

Email: data@stalloysius.org

Mail: St Aloysius' College, 45 Hill Street, Glasgow G3 6RJ

Policy Owner: Data Compliance Lead, James Cluckie

Version 1 Policy Updated: May 2018

Policy Reviewed by Lawyers: May 2018

Policy Reviewed by Audit Risk and Governance Committee: May 2018

This policy will be annually reviewed by: Data Compliance Lead