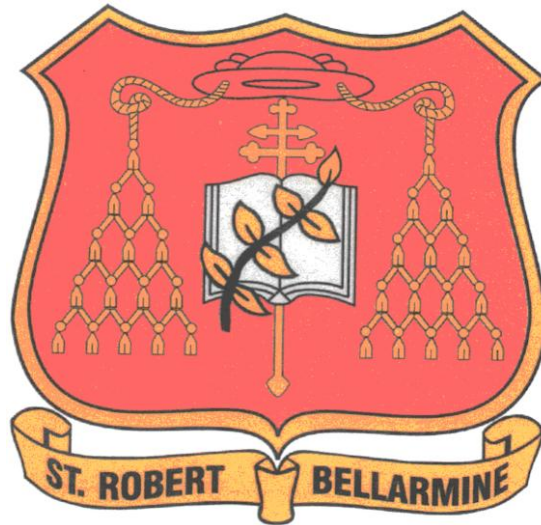


St Robert Bellarmine Catholic Primary School



Privacy Notice Parents/Carers

Our Mission Statement

"We are God's work of art."

Help each other	Be friends with everyone
Be happy	Be responsible for your own actions
Follow the light of Jesus	Be Respectful
Include everybody	Work to the best of your abilities
	Parents, teachers and children support each other

Who we are

St Robert Bellarmine Catholic Primary School, Harris Drive, Liverpool, L20 6ED is the Data Controller.

Data Protection Officer (DPO): Mrs Jayne Austin

Email: finance.strobertbellarmine@schools.sefton.gov.uk

Why we collect and use your data

We collect and use personal data about parents and carers so that we can:

- educate and safeguard pupils;
- communicate effectively with families;
- meet statutory duties relating to education and safeguarding;
- administer admissions, attendance, payments and services;
- comply with legal and regulatory requirements.

The personal data we hold

This may include:

- names, addresses, telephone numbers and email addresses;
- payment and banking details;
- family and legal information relevant to a child's education or safeguarding;
- correspondence and complaints;
- CCTV images when visiting the school site.

Some information may be special category data, such as health information or religious information relevant to admissions.

Lawful bases for processing

We process personal data mainly under:

- Public task – to carry out our official functions as a school;
- Legal obligation – where the law requires us to do so;
- Vital interests – to protect someone's life;
- Consent – only where processing is optional (e.g. marketing communications).

Special category data is processed in line with UK GDPR conditions, including safeguarding and substantial public interest.

Who we share data with

Where lawful and necessary, we may share information with:

- the local authority;
- safeguarding partners;
- government departments (including the Department for Education);

- Ofsted;
- approved service providers.

Your rights

You have the right to:

- access your personal data;
- request rectification or erasure (where applicable);
- object to certain processing;
- withdraw consent where it is relied upon;
- make a complaint to the Information Commissioner's Office (ICO).

Subject Access Requests are responded to within one month and are free of charge unless manifestly unfounded or excessive.

