

## GENERAL PRIVACY NOTICE

Approved by: Rev. Robert Brucciani, District Superior

Date: 25/9/2020

Next review due by: 25/9/2021

### 1. Aims

Our organisation aims to ensure that all data collected about staff, pupils, parents, faithful and visitors is collected, stored and processed in accordance with the [Data Protection Bill 2017](#).

This policy applies to all data, regardless of whether it is in paper or electronic format.

### 2. Legislation and guidance

This policy meets the requirements of the [Data Protection Bill 2017](#) which is based on the [General Data Protection Regulation 2016/679](#) (GDPR) and other legislation relating to personal data and rights.

### 3. Definitions

| Term                    | Definition  |
|-------------------------|---|
| Personal data           | Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified   |
| Sensitive personal data | Data such as: <ul style="list-style-type: none"> <li>• Contact details</li> <li>• Racial or ethnic origin</li> <li>• Political opinions</li> <li>• Religious beliefs, or beliefs of a similar nature</li> <li>• Where a person is a member of a trade union</li> <li>• Physical and mental health</li> <li>• Sexual orientation</li> <li>• Whether a person has committed, or is alleged to have committed, an offence</li> <li>• Criminal convictions</li> </ul> |
| Processing              | Obtaining, recording or holding data  |
| Data subject            | The person whose personal data is held or processed   |
| Data controller         | A person or organisation that determines the purposes for which, and the manner in which, personal data is processed  |
| Data processor          | A person, other than an employee of the data controller, who processes the data on behalf of the data controller  |

### 4. The data controller

The Society of St. Pius X (SSPX) processes personal information relating to members, faithful, staff, pupils, volunteers, tenants faithful and benefactors, and, therefore, is a data controller. The Proprietor assumes the responsibility of data controller for the

SSPX.

The SSPX is registered as a data controller with the Information Commissioner's Office and renews this registration annually.

## 5. Data protection principles

The Data Protection Bill 2017 is based on the following data protection principles, or rules for good data handling:

- Data shall be processed fairly and lawfully
- Personal data shall be obtained only for one or more specified and lawful purposes
- Personal data shall be relevant and not excessive in relation to the purpose(s) for which it is processed
- Personal data shall be accurate and, where necessary, kept up to date
- Personal data shall not be kept for longer than is necessary for the purpose(s) for which it is processed
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of, or damage to, personal data
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless the country or territory ensures an adequate level of protection for the rights and freedoms of data in relation to the processing of personal data

## 6. Roles and responsibilities

The District Superior has overall responsibility for ensuring that the SSPX complies with its obligations under the Data Protection Bill 2017.

Day-to-day responsibilities rest with the Priors of each Priory, the headmaster at the school or the Director of Operations in the headmaster's absence. The District Superior will ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data.

Employees, Staff and Volunteers are responsible for ensuring that they collect and store any personal data in accordance with this policy. Employees, Staff and Volunteers must also inform the school of any changes to their personal data, such as a change of address.

## 7. Privacy/fair processing notice

### 7.1 Faithful, pupils, tenants and benefactors

We hold personal data about members, faithful, pupils, tenants and benefactors to support teaching and learning, to provide the services and safe conditions required as a religious organisation providing pastoral care as an employer, as a school and as a landlord.

This data includes, but is not restricted to:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as sex, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you make donations or pay for activities such as use of a church hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process is likely to constitute sensitive personal data because, as a religious organisation, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data: racial or ethnic origin, sex life, mental and physical health, details of injuries, medication/treatment received, political beliefs, labour union affiliation, genetic data, biometric data, data concerning sexual orientation and criminal records, fines and other similar judicial records.

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will not share information about pupils with anyone without consent unless the law and our policies allow us to do so.

We are required, by law, to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

## 7.2 Employees and volunteers

We process data relating to those we employ, or otherwise engage for our apostolate. The purpose of processing this data is to assist in the running of the organisation, including to:

- Enable individuals to be paid
- Facilitate safe recruitment
- Support the effective performance management of staff
- Improve the management of workforce data across the sector
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Support the work of the School Teachers' Review Body

Employee personal data includes, but is not limited to, information such as:

- Contact details
- National Insurance numbers
- Salary information
- Qualifications
- Absence data
- Personal characteristics, including ethnic groups
- Medical information
- Outcomes of any disciplinary procedures

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will not share information about staff with third parties without consent unless the law allows us to.

We are required, by law, to pass certain information about staff to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

Any staff member wishing to see a copy of information about themselves may submit a request to the Data Controller.

## 8. Legal basis for processing your personal data

Most of our data is processed because it is necessary for our **legitimate interests**, or the legitimate interests of a third party (eg. a school parent). An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a **legal obligation**. For example, we are required Canon Law to announce forthcoming weddings by means of the publication of banns. We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities. Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

## 9. Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access information we hold on you
  - a. At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
  - b. There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee .
  - c. As an independent school however, our school, St. Michael's, is exempt from Subject Access requests. The School may choose to consider requests and grant access to information on a case by case basis. Subject access requests must be submitted in writing, either by letter or email and should include:

- The pupil's name
- A correspondence address
- A contact number and email address
- Details about the information requested

The school will not reveal the following information in response to subject access requests:

- Information that might cause serious harm to the physical or mental health of the pupil or another individual
  - Information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child's best interests
  - Information contained in adoption and parental order records
  - Certain information given to a court in proceedings concerning the child
2. The right to correct and update the information we hold on you
    - a. If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
  3. The right to have your information erased.
    - a. If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
    - b. When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
  4. The right to object to processing of your data.
    - a. You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
  5. The right to data portability.
    - a. You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
  6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
    - a. You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
  7. The right to object to the processing of personal data where applicable.
  8. The right to lodge a complaint with the Information Commissioner's Office.

## 10. Storage of records

### Paper Records

- Paper-based records that contain sensitive personal information (except Medical Cupboard reports) are kept under lock and key when not in use in the following places:
  - Priory Offices
  - Secretary's Office
  - Headmaster's Office
  - Junior School Office
- Papers containing confidential personal information should not be left on office and classroom desks, on staffroom tables or pinned to noticeboards where there is general access .
- Where personal information needs to be taken off site (in paper or electronic form), staff must sign it in and out from the office.

### Electronic Records

- All electronic records containing personal information should only be accessed through password/biometric protected devices (whether personal or owned by the SSPX).
- All electronic records containing personal information should only be stored within the following services
  - FMPHost cloud server: SSPX-GB Database
  - G-Suite account: sanctusmichael.com
  - Office365 for Work Account: FSSPX
  - Xero cloud server
- Passwords should be at least 8 characters long containing letters and numbers to access school computers, laptops and other electronic devices and cloud services. Staff and pupils are reminded to change their passwords at regular intervals.
- Members, faithful, staff, pupils, volunteers and tenants who access personal information on their personal devices are expected to follow the same security procedures for SSPX-owned equipment.

## **10. Disposal of records**

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred or incinerate paper-based records, and secure-delete electronic files.

## **11. Training**

Our members, faithful, staff and volunteers are provided with data protection training as part of their induction process (by EduCare and INSET training days). Data protection will also form part of continuing professional development, where changes to legislation or the school's processes make it necessary.

## **12. The General Data Protection Regulation**

We will review working practices when this new legislation takes effect and provide training to members of staff and governors where appropriate.

## **13. Monitoring arrangements**

The Headmaster is responsible for monitoring and reviewing this policy.

The Headmaster checks that the school complies with this policy by, among other things, reviewing school records every year.

This document will be reviewed when the General Data Protection Regulation comes into force, and then every 2 years.

At every review, the policy will be shared with the governing board.

## **14. Links with other policies**

This data protection policy and privacy notice is linked to the freedom of information publication scheme.

**DATA PRIVACY CONSENT FORM**

**EXPLANATION**

The Society of St. Pius X may ask for some personal details from its faithful, staff, pupils, volunteers, tenants and benefactors to provide the services and safe conditions required as a religious organisation providing pastoral care as an employer, as a school and as a landlord.

The Society of St. Pius X seeks to follow the data Protection Act at all times to ensure that:

- personal data shall be processed fairly and lawfully,
- personal data is processed only for the purpose(s) for which it was collected,
- personal data is adequate, relevant and not excessive,
- personal data is accurate and kept up-to-date,
- personal data is not kept longer than necessary,
- personal data is kept secure against unauthorised access and loss or damage.

Sometimes sensitive information may also be requested such as that required for the administration of the sacraments or health information for employees and school pupils. We will always ask for explicit consent before collecting or using this information.

**YOUR CONSENT (one per family)**

I give my consent to the Society of St. Pius X to hold my personal data for the purpose of:

one tick

|  |                          |
|--|--------------------------|
| conducting our apostolate<br>eg. for pastoral care: contact details for sending newsletters, announcements, fundraising<br>eg. for our publications: photographs in the course of our apostolate (under 16s will not be named) | <input type="checkbox"/> |
|--|--------------------------|

(if you are 13 years or younger, your parent/guardian should complete the form for you)

|   |         |
|---|---------|
| Full Names: (Title, Christian name(s), Surname) |         |
| Address:  |         |
|   |         |
| Postcode/Zipcode:                               | Country |
| Email:  |         |

|         |       |
|---------|-------|
| Signed: | Date: |
|---------|-------|

Please return this form by email to [district@fsspx.uk](mailto:district@fsspx.uk) or to a priest of the SSPX, or by post to the address below.

In Jesu et Maria,  
 Rev. Robert Brucciani (on behalf of the Data Controller which is the SSPX)