



# **PRIVACY POLICY**

**MAY 2017**

<b>Title</b>	Privacy Policy
<b>Summary</b>	This privacy policy is a statement that discloses the ways the School manages personal data of pupils and other interested parties.
<b>Purpose</b>	The purpose of this policy is to provide guidance on how the School will collect, retain and share personal data of pupils and other interested parties and how to request access to your personal data.
<b>Next Review Date</b>	May 2018
<b>Current Operational Date</b>	May 2017
<b>Version Number</b>	1
<b>Supersedes previous</b>	N/A
<b>Author</b>	Bursar
<b>Frequency of Review by Author</b>	Annually in April
<b>Frequency of Review by Board of Governors</b>	Annually in May
<b>Date last Reviewed and Approved by Board of Governors</b>	May 2017
<b>To be posted on School website</b>	Yes
<b>Date and version posted</b>	2 <sup>nd</sup> June 2017 v1

## **1. COLLECTION OF PERSONAL DATA**

### **School Records**

Belfast Royal Academy collect and hold personal information on school records relating to our pupils and may also receive information about them from, for example, their previous school, the Education Authority or the Department of Education. We use this personal data to:

- support our pupils' learning;
- monitor and report on their progress;
- provide appropriate pastoral, medical and special educational needs care;
- assess the quality of our services;
- promote and fundraise for the school.

This information will include their contact details, results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group and any special educational needs they may have, as well as relevant medical information.

### **Contacts Database**

The School also maintains a Contacts Database of 'interested parties' such as alumni, Board of Governors and former staff, where data will be retained for the purposes of:

- Promoting closer links between the School and interested parties;
- Marketing for the School;
- Fundraising for the School.

Contact details will be added to the Contacts Database only with the consent of the interested party.

## **2. RETENTION OF PERSONAL DATA**

### **School Records**

We will keep the information set out above on school records until the pupil is thirty years old, in accordance with our Records Management Policy.

### **Contacts Database**

When a pupil leaves Belfast Royal Academy in Forms V, LVI or MVI, we will also transfer the following pupil information to form part of our Contacts Database:

- Name;
- Home Address;
- Home Telephone Number;
- Date of Birth;
- Gender;
- Siblings who attended the School;
- Year entered and left the School.

### **3. SHARING OF PERSONAL DATA**

#### **School Records**

We may be required to share pupil data with statutory authorities including education, health, social care and law enforcement agencies.

#### **Contacts Database**

From time to time, in order to update our Contacts Database, the School may share data with third parties, such as a data management company.

### **4. ACCESSING YOUR DATA**

You have a right to ask for a copy of the information which we hold on you and/or your son/daughter and to correct any inaccuracies. Please contact our Data Protection Officer, Elisabeth Hull on 028 9074 0423 for further information.

You have the right to complain about how we treat your personal data to the Information Commissioners Office (ICO). The ICO can be contacted at: <https://ico.org.uk/global/contact-us/>