



Data Protection and General Data Protection Regulations (GDPR)

The Sacred Heart Language College is registered with the Information Commissioner's Office (ICO)

General Data Protection Regulations (GDPR)

The Sacred Heart Language College have reviewed their data protection arrangements to ensure the Trust and school comply with the General Data Protection Regulations introduced on 25th May 2018

How does Data Protection legislation protect personal data?

The aim of the GDPR is to strengthen and standardise the safety and security of all data held within an organisation, reflecting changes in technology and the ways in which organisations collect information about 'individuals' (data subjects). The regulation provides certain rights which data controllers and data processors must respect.

See www.ico.org.uk for further information on GDPR

How does The Sacred Heart Language College protect Personal Data?

The GDPR requires schools to keep personal data safe and to have appropriate systems, policies and procedures in place to enable them to comply with their data protection responsibilities.

Please refer to the school's [Data Protection Policy](#).

The school has also updated its Privacy Notices in line with the new laws on data protection.

[Student Privacy Notice](#)

[Staff Privacy Notice](#)

Requests for Information

The school will follow legislative guidance when dealing with Data Subject Access Requests.

Please refer to Information Commissioner's Office guidance on [Accessing pupils' information](#).

Please refer to the Information Commissioner's Office [Subject access Request Information](#) for further information.

How to make a request to see information about you?

If you wish to request information we hold about you, please complete the Data Subject Access Form found on the link below and send it to dataservices@judicium.com.

Any request in writing will be considered from the individual (Data Subject) as a valid request, whatever the format as long as it contains the relevant information to enable us to deal with your request.

How to make a request to see on behalf of someone else?

If you are requesting information on behalf of someone else you must complete the Data Subject Access Request Form and provide written evidence that you have the Data Subject's authority to ask

for the information on their behalf, e.g. signature on the Data Subject Access Form, a letter written by them, evidence of Power of Attorney, etc.

Please complete the Data Subject Access Request Form and send it to dataservices@judicium.com.

How do you provide your identity?

If you are not known to the school, we may ask to see proof of your identity. The following forms of identity will be accepted as proof of identity:

- A copy of your passport
- A copy of your driving licence
- A copy of your Bank, building society or credit card statement in the Data Subject's name for the last quarter
- A copy of your Council Tax bill

Will you be charged for information provided?

The school will follow guidance within current Data Protection legislation in relation to charges for information.

See www.ico.org.uk for further information.

What do you do if the data is incorrect?

Please contact the school to tell them what is incorrect and ask for it to be corrected. You can also appeal to the Information Commissioner if the school does not correct the information.

Making a complaint

If you are unhappy with the way your request for information has been dealt with or you think your data has been misused or not held securely, please contact Judicium Consulting Limited - dataservices@judicium.com. Telephone number 0207 336 8403

If you are unhappy with the outcome of your complaint, you can escalate your complaint to the Information Commissioner's Office (ICO).

ICO helpline

Telephone: 0303 123 1113

<https://ico.org.uk/concerns/>