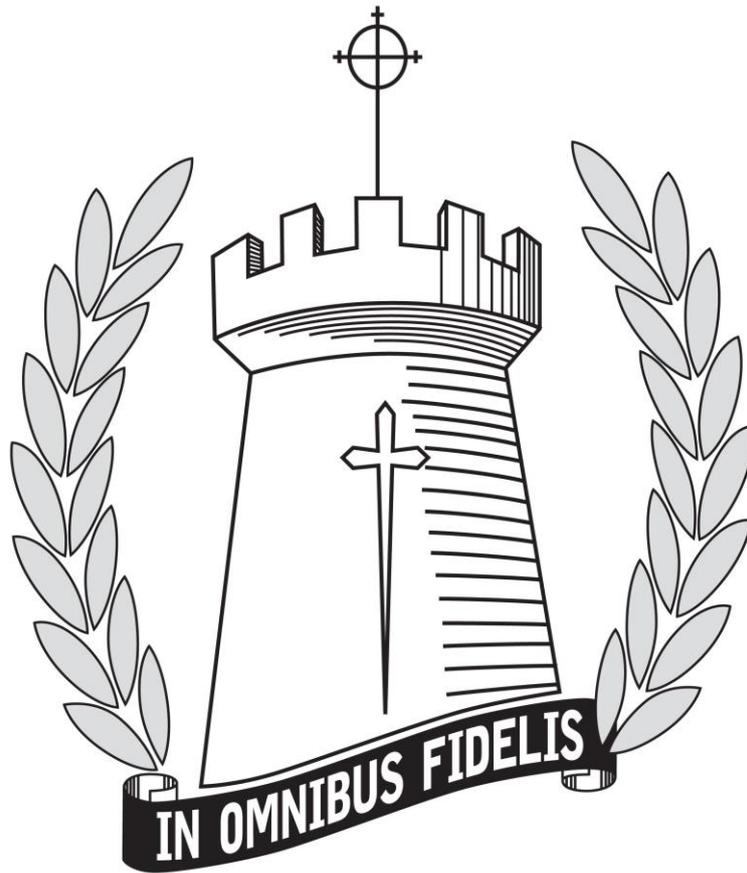


# ST. DAMIAN'S RC SCIENCE COLLEGE



## Freedom of Information Policy

<b>Approved by Governors:</b>	<b>November 2019</b>
<b>Date to be reviewed:</b>	<b>Annually</b>

# St Damian's RC Science College

Information available under the Freedom of Information Act 2000

## **Introduction:**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this the Governing Body has produced its Publication Scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form and will soon be available on the school's website: [www.st-damians.tameside.sch.uk](http://www.st-damians.tameside.sch.uk). Some information which we hold may not be made public, for example personal information.

This Publication Scheme conforms to the model scheme for schools approved by the Information Commissioner.

## **Categories of information published:**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future.

School Prospectus information published in the school Prospectus (or Profile). Governors' Documents information published in the Governors' Annual Report and in other Governing Body formal documents. Pupils & Curriculum information about policies that relate to pupils and the school curriculum. School Policies (and other information related to the school) information about policies that relate to the school in general.

## **How to request information:**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below:

Telephone: 0161 330 5974

Fax: 0161 331 4744

Contact Address: Lees Road, Ashton-under-Lyne OL6 8BH

E-mail: [admin@stdamians.co.uk](mailto:admin@stdamians.co.uk)

or you can visit our website at: [www.stdamians.co.uk](http://www.stdamians.co.uk)

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please).

If the information you're looking for isn't available via the scheme or on our website, you can still contact the school to ask if we have it.

## **Paying for Information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café. Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

#### **A. Information Currently Published on school website [www.stdamians.co.uk](http://www.stdamians.co.uk)**

[what maintained schools must publish online <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>]

- School contact details
- Admission arrangements
- Ofsted reports
- Exam and assessment results
- Performance tables
- Curriculum
- Behaviour policy
- School complaints procedure
- Pupil premium
- Year 7 literacy and numeracy catch-up premium
- Special educational needs (SEN) and disability information
- Careers programme information
- Equality objectives
- Governors' information and duties
- Charging and remissions policies
- Values and ethos
- Requests for paper copies
- Every local-authority

#### **B. Instrument of Government**

- The name of the school
- The category of the school
- The name of the governing body
- The manner in which the governing body is constituted
- The term of office of each category of governor if less than 4 years
- The name of anybody entitled to appoint any category of governor
- Details of any trust
- If the school has a religious character, a description of the ethos
- The date the instrument takes effect

#### **C. Minutes of meetings of the Governing Body and its appointed Committees**

Agreed minutes of meetings of the Governing body and its committees, covering the current and last Academic Years. Please note: Some information included might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

#### **D. Pupils & Curriculum Policies**

This section gives access to information about policies that relate to pupils and the school curriculum.

- Home – school agreement
- Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils, for example homework arrangements

Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school

- Sex Education Policy
- Special Education Needs Policy
- Equality Policy
- Collective Worship
- Child Protection Policy
- Pupil behaviour Policy

**E. School Policies and other information related to the school This section gives access to information about policies that relate to the school in general.**

- Published reports of Ofsted referring expressly to the school. Published report of the last inspection of the school and the summary of the report and also RE Inspection Reports of religious education as we are a Roman Catholic School Post-Ofsted inspection action plan A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following the RE Inspection
- Charging and Remissions Policies. A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips. School session times and term dates Details of school session and dates of school terms and holidays
- Health and Safety Policy and Risk Assessment Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
- Complaints Procedure. Statement of procedures for dealing with complaints
- Performance Management of Staff. Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures Staff Conduct,
- Discipline and Grievance. Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
- Curriculum circulars and statutory instruments Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or Governing Body relating to the curriculum

Annex A provides a list of other documents that are held by the school and are available on request

Annex B privacy notice to staff

Annex C privacy notice to parents/carers

**Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher, Mr Logue, or in his absence the Deputy Headteacher, Mrs Henshaw

If you are not satisfied with the assistance that you get, you are able to bring the matter to the attention of the Governing Body. If then we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. The Information Commissioner can be contacted at:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## **Policies**

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The school makes available certain information under the Freedom of Information Act. A copy of this document is available from the school office.

The policies listed below are none exhaustive list of policies maintained by the school and Governors.

- Anti-bullying Policy
- Admissions Policy & Oversubscription Criteria
- Access to Internet Policy
- Behaviour and Attendance Policy
- Capability Policy & Procedures
- Complaints Policy
- Computer Security Policy
- Data Protection Policy
- Disciplinary Procedure for Employees
- Employment Procedures
- Equalities and Diversity Policy
- Fair Processing Notice
- Finance Policy - including
  - Best Value Statement
  - Whistleblowing Policy
  - Governors Expenses Policy
  - Charges & Remissions Policy
  - Charging for School Activities Policy
- Freedom of Information Policy
- Grievance Procedure
- Health and Safety Policy
- Information technology Policy
- Internet Safety Guidelines
- Managing Attendance (Staff) Policy
- No Smoking Policy
- Pay Policy
- Performance Management Policy
- Prevention of Bullying and Harassment Policy
- SEN Policy
- Sex and Relationship Policy
- Teachers' Pay Policy

## Annex B

### **Privacy Notices:**

#### **Privacy notice – how school workforce information is used**

#### **What categories of information are processed?**

The categories of personal information that we process include the following:

- Personal information – e.g. name, employee or teacher number, National Insurance number
- Characteristics information – e.g. gender, age, ethnic group
- Contract information – e.g. start date, hours worked, post, roles and salary information
- Work absence information – e.g. number of absences and reasons for absence
- Qualifications and, where relevant, the subjects taught
- Workforce process – e.g. medical information, addresses and other payroll information

This list is not exhaustive – to access the current list of information the school processes, please see the school's Data Asset Register, which can be obtained from MRs A Ogden (DPO) found on the staff shared area.

### **Why do we collect and use your information?**

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of enabling individuals to be paid, in accordance with the legal basis of contract.

### **How do we collect your information?**

We collect your personal information via the following methods:

- Staff contract forms
- Staff data collection sheet
- Medication forms

Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

### **How do we store your information?**

Your personal information is retained in line with the school's Records Management Policy, which can be found in Compliance Manager <https://www.theschoolbus.net/compliancemanager>

For more information about how we securely store your information, please see the school's Data and E-security Breach Prevention and Management Plan.

### **Who do we share your information with?**

We routinely share your information with:

- The LA
- The DfE

### **Why do we share your information?**

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

We are required to share information about our school workforce with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We are required to share information about you with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](https://www.gov.uk/government/publications/security-policy-framework/). <https://www.gov.uk/government/publications/security-policy-framework/>

### **How does the government use your data?**

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's policy on pay and the monitoring of the effectiveness and diversity of the school workforce.
- Links to school funding and expenditure.
- Supports longer term research and monitoring of educational policy.

You can find more information about the data collection requirements placed on us by the DfE by following this link <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of pupils or the effective deployment of staff by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of personal information is maintained and there are controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information?
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

### **How to find out what personal information the DfE holds about you**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

### **What are your rights?**

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it's inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact Mrs A Ogden (DPO) St Damian's RC Science College, Lees Road, AUL OL6 8BH (Tel 0161 330 5974).

If you are concerned about the way we are collecting or using your information, please raise your concern with Mrs A Ogden (DPO) St Damian's RC Science College, Lees Road, AUL OL6 8BH (Tel 0161 330 5974) in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

### **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting Mrs A Ogden (DPO) St Damian's RC Science College, Lees Road, AUL OL6 8BH (Tel 0161 330 5974).

### **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact Mrs A Ogden (DPO) St Damian's RC Science College, Lees Road, AUL OL6 8BH (Tel 0161 330 5974).

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <http://www.stdamians.co.uk/>, the Gov.UK [website](https://www.gov.uk), or download our Data Protection Policy and Records Management Policy from <https://www.theschoolbus.net/compliancemanager>

## **Privacy notice for pupils and their families**

### **Privacy notice – how the school uses pupil information**

#### **What categories of information are processed?**

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – e.g. any needs you have
- **Medical and administration** – e.g. doctors' information, your health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place
- **Other activities** – eg school trips and activities, biometric information, school meals management

This list is not exhaustive – to access the current list of information the school processes, please see the school's Data Asset Register which can be requested from Mrs A Ogden (DPO) St Damian's RC Science College, Lees Road, AUL OL6 8BH (Tel 0161 330 5974).

#### **Why do we collect and use your information?**

We collect and use your information for the following reasons:

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet legal duties placed on us by the government

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of supporting pupil learning, in accordance with the legal basis of legal obligation, paragraph 2 (g) of Article 9 and Section 537A of the Education Act 1996.

#### **How do we collect your information?**

We collect your personal information via the following methods:

- Registration forms
- Common Transfer File (CTF) from your previous school
- Child protection plans

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

#### **How do we store your information?**

We hold your personal information securely for the set amount of time shown in the school's Records Management Policy, which can be requested from Mrs A Ogden (DPO) St Damian's RC Science College, Lees Road, AUL OL6 8BH (Tel 0161 330 5974).

For more information about how we keep your information safe, please see the school's Data and E-security Breach Prevention and Management Plan.

#### **Who do we share your information with?**

We routinely share your information with:

- The LA
- The DfE
- Schools that you go to after leaving us

- Youth support services

### **Why do we share your information?**

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

### **Youth support services**

Once our pupils reach the age of 13, we also pass pupil information to our local authority (LA) and/or provider of youth support services because they have responsibilities in relation to the education or training of 13 to 19-year-olds under section 507B of the Education Act 1996.

Sharing this information allows them to provide the following services:

- Youth support services
- Careers advisers

The information we share is limited to the pupil's name, address and date of birth; however, where a parent has provided their consent, other relevant information will be shared – this right to consent is transferred to pupils once they reach 16-years-old.

We securely transfer information to the youth support services via the following method.

The youth support services stores and retains this information in line with their policies.

### **Department for Education (DfE)**

The DfE collects personal information from us through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

### **How does the government use your data?**

#### **The National Pupil Database (NPD)**

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

### **Sharing by the DfE**

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of pupils
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

### **How to find out what personal information the DfE holds about you**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link:

<https://www.gov.uk/contact-dfe>

### **What are your rights?**

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information that we hold about you, please contact Mrs A Ogden (DPO) St Damian's RC Science College, Lees Road, AUL OL6 8BH (Tel 0161 330 5974).

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's **DPO** in the first instance Mrs A Ogden (DPO) St Damian's RC Science College, Lees Road, AUL OL6 8BH (Tel 0161 330 5974). You can also contact the ICO at <https://ico.org.uk/concerns/>.

### **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

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If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <http://www.stdamians.co.uk/>, the Gov.UK [www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data/](http://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data/) or request our a copy of Data Protection Policy and Records Management Policy from Mrs A Ogden (DPO) St Damian's RC Science College, Lees Road, AUL OL6 8BH (Tel 0161 330 5974).