

St Cuthbert's Catholic High School

Data Protection Statement January 2018

The Data Protection Act 1998

The school is registered with the [Information Commissioner's Office](#) as we hold personal information about students and staff (in conjunction with the LEA, Newcastle City Council). The school is required by law to disclose the type of data held and what is used for.

The basic principles of the Data Protection Act are that personal data is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to other countries without adequate protection

The school holds information on students in order to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing to achieve its outcomes. This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

The Local Authority also uses this information in similar ways and have their own [Data Protection policy](#) to prevent misuse of information.

Students of the school (as they are subjects of the data held) have the right (or their Parents if they are too young) the access this information.

If you wish to access this information, then you should first contact the school.