



## THE ROYAL BELFAST ACADEMICAL INSTITUTION

### Privacy Notice: How we use your information as a person with parental responsibility.

This notice describes what information the School holds about you, why we hold it and how we use it

#### WHAT IS DATA?

Data is any information which relates to you - the individual. Personal data is information which can identify you. An example of personal data is your full name, address and date of birth.

#### WHY WE COLLECT AND USE YOUR DATA

We collect and use your information to carry out our business as a school providing your son with an education. Under the law we can use your data for “**specified, explicit and legitimate purposes**”. We use your data to:

- support your son’s learning;
- report to you on your son’s progress;
- provide appropriate pastoral care;
- measure the quality of the services we provide; and
- comply with the law regarding data sharing.

**The information which we collect, hold and share includes the following, but we do not necessarily hold all of this information for every person with a parental responsibility**

- Personal information such as name, title, date of birth and gender
- Contact information such as home address, email, telephone number
- Bank account details for the processing of direct debits
- Your occupation, to assist in careers education for pupils
- Records of communications with the School
- Event attendance
- Donation history to the School
- Assessment of capacity to donate –
- Information held to assess bursary applications, for example income details

#### THE LEGAL CONTEXT

We process your information in order to assist us to deliver education to your son. A lot of the information we have about you has been provided to us by you and it is mandatory, which means we are by law allowed to have it, otherwise it would be impossible for us to fulfil our role. Other information is given to us on a voluntary basis such as your occupation.

We will inform you when you have a choice whether or not you wish us to keep a certain category of information.

### **STORING YOUR DATA**

We hold your data at least until your son reaches 25 years. It is then destroyed in a secure manner. For some pupils and their parents, we can keep information longer than this, for instance for a pupil with special educational needs or where the School has had safeguarding concerns. Under data protection legislation people can ask to be “forgotten” and for their data to be destroyed. As a school the information we hold about you is mandatory and so a request would be turned down.

### **WHO WE SHARE INFORMATION WITH**

We do not share information about our parents with anyone without consent unless the law and our policies allow us to do so. We may share parent data with statutory authorities related to your son’s education and other third parties who provide services such as the School database provider and operators of the cashless cafeteria system.

We routinely and/or occasionally share information with the following organisations depending on our interaction with these agencies with regard to your son.

- Department of Education for Northern Ireland (DENI)
- NHS (vaccinations/school nursing service)
- Capita/ SIMS /C2K
- PSNI
- Social Services
- Children & Adolescent Mental Health Services (CAMHS)
- Other schools (during pupil transfer)
- INFINEER cashless cafeteria
- Offsite learning providers eg Belfast Met
- Tempest (school photographers)
- Parentmail
- Peripatetic agencies
- Third party counselling service – Family works

### **CONTROL OVER YOUR DATA**

It is important that the School has up to date contact information for those with parental responsibility. You can update your data at any time by emailing [prinsec@rbai.belfast.ni.sch.uk](mailto:prinsec@rbai.belfast.ni.sch.uk). If you would like to access your personal information you can download a Subject Access Request Form from [www.rbai.org.uk](http://www.rbai.org.uk) or you can write to The Principal, RBAI, College Square East, Belfast BT1 6DL. You will need to be able to provide proof of identity (e.g. full name, address, photographic ID).