

Our Lady of Lourdes School, Ballymoney

*Caring, Sharing, Learning together to meet the
future*

Privacy Notice for Parents and Students (How we use student information)

2025/26



Related Policies:

- Child Protection & Safeguarding Policy
- Behaviour/Positive Behaviour and Addressing-Bullying policies

Summary:

Applies to: Prospective, current and former pupils and their parents/families/carers/legal guardians.

Our Lady of Lourdes School processes all personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, following the Education Authority’s data protection policies, templates and retention schedules for Northern Ireland schools, as well as the Department of Education’s statutory guidance on the lawful and secure handling of pupil information. We collect, use, store and share personal data only where necessary for our public duties as an educational body, ensuring it is accurate, kept no longer than required, protected by appropriate security measures, and processed transparently so that pupils, parents and carers can fully exercise their data protection rights.

ADDITIONAL NOTES

DENI/EA Guidance:

Education Authority (EA) – Data Protection Resource Hub (NI Schools)
EA Data Protection Guidance (Policies, Processes, Compliance Expectations)
Department of Education (NI) – Privacy Notice and Legal Framework
ICO (Information Commissioner’s Office) – Education Information & SAR Guidance
EA Retention and Disposal Schedule

History

Drafted:	March 2026
Created by:	Mr S Smyth
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1) Who we are (the “Controller”)

Our Lady of Lourdes School (“the School”) is the **data controller** for the personal data it processes about pupils and their families. This means the School decides why and how personal data is used and is responsible for it under the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018 (DPA 2018)**. [eani.org.uk], [legislation.gov.uk]

- **School address:** Castle Street, Ballymoney BT53 6JX
 - **General contact:** 02827662050 [info@OurLadyofLourdes.ballymoney.ni.sch.uk]
 - **Data Protection Officer (DPO):**
Education Authority (EA) – Information Governance Team, T: 028 9047 5011, E: infogov@eani.org.uk [eani.org.uk]
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2) The categories of personal data we process

Depending on your child’s circumstances and the School’s activities, we process (not exhaustive):

- **Personal identifiers and contacts:** name, unique pupil number, address, contact details, emergency contacts. [[assets.pub...ice.gov.uk](http://assets.publishing.service.gov.uk)]
 - **Characteristics:** (special category) ethnicity, language; eligibility for free school meals. [[assets.pub...ice.gov.uk](http://assets.publishing.service.gov.uk)]
 - **Admissions and education record:** previous schools, enrolment, class group, timetable. [ico.org.uk]
 - **Safeguarding information:** court orders, professional involvement. [[assets.pub...ice.gov.uk](http://assets.publishing.service.gov.uk)]
 - **Special educational needs (SEN):** needs, provision, assessments and reviews. [[assets.pub...ice.gov.uk](http://assets.publishing.service.gov.uk)]
 - **Medical and administration:** GP/health information provided to the School, allergies, medication, dietary needs. [[assets.pub...ice.gov.uk](http://assets.publishing.service.gov.uk)]
 - **Attendance:** sessions attended, absence reasons. [[assets.pub...ice.gov.uk](http://assets.publishing.service.gov.uk)]
 - **Assessment and attainment:** internal assessments, standardised tests, exam entries and results, destinations. [[assets.pub...ice.gov.uk](http://assets.publishing.service.gov.uk)]
 - **Behaviour and exclusions:** behaviour incidents, sanctions, suspensions. [[assets.pub...ice.gov.uk](http://assets.publishing.service.gov.uk)]
 - **IT/cyber and CCTV:** device logs, learning platforms, CCTV images on site, visitor management systems. [whitleyabb...mary.co.uk]
 - **Trips, activities and clubs:** consents, medical/next-of-kin, risk assessments. [[assets.pub...ice.gov.uk](http://assets.publishing.service.gov.uk)]
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3) Why we collect and use personal data (purposes) and our lawful bases

We use pupil and parent information to:

- **Deliver education and support learning** and personalised provision. (UK GDPR Art. 6(1)(e) public task; some activities also Art. 6(1)(c) legal obligation) [[assets.pub...ice.gov.uk](#)], [[gov.uk](#)]
- **Monitor and report on progress, assessment and attainment.** (Art. 6(1)(e)/(c)) [[assets.pub...ice.gov.uk](#)]
- **Safeguard pupils' welfare** and provide pastoral/medical support, including where necessary to **protect vital interests.** (Art. 6(1)(d)/(c)/(e); Art. 9(2)(c)/(g) for special category data) [[assets.pub...ice.gov.uk](#)], [[legislation.gov.uk](#)]
- **Manage admissions and maintain the educational record** in line with NI regulations. (Art. 6(1)(c)/(e)) [[ico.org.uk](#)]
- **Operate our School (finance, meals, trips, transport, communications, IT and security including CCTV).** (Art. 6(1)(e); occasionally 6(1)(b) contract; 6(1)(a) consent for optional services/communications) [[whitleyabb...mary.co.uk](#)], [[assets.pub...ice.gov.uk](#)]
- **Meet statutory duties and returns** to education bodies and the Department of Education. (Art. 6(1)(c)/(e)) [[education-ni.gov.uk](#)], [[gov.uk](#)]

Where we process **special category** data (e.g., health; ethnicity; SEN), we rely on **Art. 9 UK GDPR** conditions such as **substantial public interest** (safeguarding/education) or **vital interests**, supported by DPA 2018 Schedule 1 conditions and our **Appropriate Policy Document.** [[legislation.gov.uk](#)], [[eani.org.uk](#)]

When we **ask for consent** (e.g., optional photography uses; certain online services), you can **withdraw consent at any time** without detriment to core education services. [[assets.pub...ice.gov.uk](#)]

4) How we collect information

We obtain information:

- **Directly from you or your child** (forms, meetings, calls, emails, secure portals).
- **From previous schools, the Education Authority (EA), the Department of Education (DE), exam boards, and health or safeguarding partners** where lawful and necessary. [[moneymore...tinguk.com](#)], [[education-ni.gov.uk](#)]

5) Who we share information with and why

We share data **only when necessary, proportionate and lawful**, for example with:

- **Education bodies:** Education Authority (EA), Council for the Curriculum, Examinations & Assessment (CCEA), Department of Education (DE), and (post-16) relevant colleges/training providers. (*statutory functions, funding, exams, admissions, transport*) [eani.org.uk], [education-ni.gov.uk]
- **Safeguarding partners:** Health and Social Care Trusts, PSNI, school nursing, CAMHS, GP/health professionals where required by law or to protect vital interests. [gov.uk]
- **Service providers (“processors”)** that supply school IT systems, communications, cashless catering, trips and MIS platforms — under contracts with data protection clauses. [assets.pub...ice.gov.uk]
- **Other schools** (transfers, managed moves) and **careers/youth services** where applicable. [assets.pub...ice.gov.uk]

We will **not sell** your data. International transfers (if any, e.g., some cloud services) will be protected by **UK adequacy regulations or standard contractual clauses**. [legislation.gov.uk]

6) How long we keep information (retention)

We keep personal data **only for as long as necessary** for the purposes above and in line with **EA retention and disposal schedules** used in NI schools. A high-level schedule is available from the School Office or our website; some records (e.g., safeguarding) have **longer statutory retention**. [eani.org.uk]

7) Your rights

Under data protection law, you/your child have the right to:

- **Be informed** (this notice).
- **Access** personal data (Subject Access Request).
- **Rectification** of inaccurate data.
- **Erasure, restriction or objection** in certain circumstances.
- **Data portability** (limited school contexts).
- **Not be subject to purely automated decisions** producing legal or similarly significant effects. [assets.pub...ice.gov.uk]

Educational records (NI): There is a distinct right of parental access to a child's **educational record** in **all grant-aided schools** in Northern Ireland (separate from a SAR). We will advise which route applies when you contact us. [ico.org.uk]

To exercise any rights, contact the School or our DPO (see Section 1). We may need to verify identity before responding.

8) Keeping data secure

We use **technical and organisational measures** to protect personal data (access controls, secure systems, encryption where appropriate, staff training, vetted processors, and incident response procedures). Guidance for schools on good practice is followed and reviewed. [gov.uk]

9) If you have a concern or wish to complain

- **Contact us first:** [Insert School contact and mailbox]
 - **Data Protection Officer:** [EA IG contact or your DPO details] [eani.org.uk]
 - If unresolved, you can complain to the **Information Commissioner's Office (ICO)** (Northern Ireland):
3rd Floor, 14 Cromac Place, Belfast BT7 2JB • T: 0303 123 1114 • E: ni@ico.org.uk • <https://ico.org.uk/concerns> [ico.org.uk]
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10) Changes to this notice

We review this notice **annually** or when we change how we process personal data. The latest version will be on our website and available in paper on request. [assets.pub...ice.gov.uk]

Appendices

A. Our main lawful bases and examples

- **Public task – Art. 6(1)(e):** delivering education, assessment, reporting, safeguarding liaison. [\[assets.pub...ice.gov.uk\]](#)
- **Legal obligation – Art. 6(1)(c):** statutory returns, attendance, safeguarding law. [\[gov.uk\]](#)
- **Vital interests – Art. 6(1)(d), Art. 9(2)(c):** emergencies/medical. [\[legislation.gov.uk\]](#)
- **Consent – Art. 6(1)(a):** optional photos on social media, certain third-party apps where not strictly necessary. (Consent can be withdrawn.) [\[assets.pub...ice.gov.uk\]](#)
- **Special category data – Art. 9(2)(g)/(h) with DPA 2018 Schedule 1:** SEN, safeguarding, health; supported by School's **Appropriate Policy Document**. [\[legislation.gov.uk\]](#), [\[eani.org.uk\]](#)

B. Typical recipients / sharing map

EA, DE (statutory functions/collections), CCEA/exam boards, software/MIS providers under contract, HSC Trusts/NHS School Nursing (where appropriate), PSNI (where lawful), transport/catering providers, subsequent schools/colleges. [\[eani.org.uk\]](#), [\[education-ni.gov.uk\]](#), [\[assets.pub...ice.gov.uk\]](#)

C. Retention summary

Keep in line with **EA retention/disposal schedules** (e.g., Pupil record retained until [insert period] after leaving; safeguarding per statutory guidance). Publish or hold an accessible schedule locally. [\[eani.org.uk\]](#)

Child-friendly summary

We collect information like your name, classes, attendance, how you're doing in learning, and who to contact in an emergency so we can **teach you, keep you safe and run the school**. Sometimes we share information with other organisations that help with your education, exams or health, **but only when we need to and the law allows it**. You and your family can **ask to see your information** or **tell us if something is wrong**. Speak to your teacher or the School Office if you have questions. (Schools are encouraged to publish a child-friendly version; there are free examples and visuals designed for schools.) [[dataprotec...education](#)]

Sources and models used

- **Education Authority (NI)** – Schools Data Protection Resource Hub (templates, privacy notices, retention). [[eani.org.uk](#)], [[eani.org.uk](#)]
- **DfE (GOV.UK)** – Privacy notice model documents and “Privacy notices: an explanation” (what to include; layered approach; children). [[gov.uk](#)], [[assets.pub...ice.gov.uk](#)]
- **ICO** – Education information and rights in NI (SARs vs educational records; timescales; exemptions). [[ico.org.uk](#)]
- **DE (NI)** – Department privacy notice (structure and NI context). [[education-ni.gov.uk](#)]
- Example NI school notices (for style/coverage cross-check). [[rathmoreps.co.uk](#)], [[whitleyabb...mary.co.uk](#)]