



ST JAMES'

CATHOLIC HIGH SCHOOL

Just in Time Privacy Notice

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| Policy Owner | School Business Manager |
| Responsible Committee | Policy & Practice Committee |
| Date of Adoption | June 2019 |
| Date of Review | June 2020 |

St James' Mission Statement:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

Rationale:

A just-in-time privacy notice is used by the school to provide focused privacy information at the point where personal data is collected. For example, the just-in-time privacy notice can be used at the start of the school's annual data collection sheets, with a link to the full privacy notice on the website.



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St James' Catholic High School collects data from parents and pupils in order to support learning and the delivery of education, monitor pupil progress, provide the appropriate level of care and to comply with statutory obligations.

Some of the personal data held is obtained directly from the parents and pupils, and some information is received from the local authority and other third party organisations.

Where necessary information may be shared with other organisations to assist us in providing education to pupils. Personal data will only be kept for as long as the law specifies, or where unspecified personal data will be kept for the length of time determined by our business requirements.

St James' Catholic High School is committed to protecting personal data from security threats, whether internal or external, deliberate or accidental.

You can learn more about how we use personal and special data by visiting the GDPR section of our website