

Regina Caeli U.K.

Data Protection Policy

Introduction:

The principles of Data Protection have a strong basis in natural law, since they are closely related to the virtues of justice, discretion and courtesy. If these natural goods are respected, grace can build upon them. The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) became law on 25th May 2018. The GDPR is a single EU-wide regulation on the protection of confidential and sensitive (special) information, the DPA 2018 deals with elements of UK law that differ from the European Regulation, both came into force in the UK on the 25th May 2018, repealing the previous Data Protection Act (1998). From then charities have been held to the same high standards of data protection as other public bodies and businesses. The aim of the law is that people's privacy be safeguarded by design and by default. Moreover the law requires that we are able to demonstrate that we maintain practices to achieve this. This data protection policy lets you know what happens to any personal data that you give to us.

It explains

- Who we are and how we use your information
- Information about our Data Protection Officer
- What kinds of personal information about you we hold and use (process)
- The legal grounds for our processing of your personal information (including when we share it with others)
- What you should do if your personal information changes
- How long your personal information is retained / stored by us
- Your rights under the Data Protection laws

This document describes how we collect, use and process your personal data, and how in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights.



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Data Protection Principles

The following principles of data protection are followed at all times:

- personal data shall be processed fairly, lawfully and in a transparent manner, and processing shall not be lawful unless one of the processing conditions can be met;
- personal data shall be collected for specific, explicit, and legitimate purposes, and shall not be further processed in a manner incompatible with those purposes;
- personal data shall be adequate, relevant, and limited to what is necessary for the purpose(s) for which it is being processed;
- personal data shall be accurate and, where necessary, kept up to date;
- personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose/those purposes;
- personal data shall be processed in such a way that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

How we use your information and the law.

Regina Caeli U.K. collect and process certain types of personal information about staff, pupils, parents and other individuals who come into contact with us in order to provide education and associated functions. We may be required by law to collect and use certain types of information to comply with statutory obligations related to employment, education and safeguarding, and this policy is intended to ensure that personal information is dealt with properly and securely.

We collect the email addresses of those people who sign up to our email list via our website www.rcahybrid.org.uk

We collect basic personal data about the families who apply to send their children to Regina Caeli U.K. This includes their name, address and contact details such as email and mobile number etc. We also collect sensitive confidential data known as “special category personal data”, in the form of religious belief. We do not intend to seek or hold sensitive personal data about anyone except where we have been notified of the information (without soliciting it), or it comes to our attention via legitimate means (e.g. a grievance) or needs to be sought and held in compliance with a legal obligation.

Lawful Basis - why do we need this information?

GDPR requires that Regina Caeli UK have a legal basis for collecting, storing and using people’s personal data. Since Regina Caeli U.K. handles ‘sensitive data’ in the form of religious affiliation, besides a general legal basis we are also required to maintain another, more specific basis. The relevant ones in this respect are ‘*consent*’ and ‘*legitimate interest*’; this is all in accordance with GDPR Art 6.1.a (handling general data) + Art 9.2.d (handling sensitive data).



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Charity Number: 1183737 in England and Wales

Consent

'Consent' means that people willingly give their data, knowing the purpose for which we will use it, and for how long we will store it. Everyone must be offered an easy way to withdraw their consent. GDPR Article 7(1) says: "Where processing is based on consent, the controller shall be able to demonstrate that the data subject has consented to the processing of his or her personal data." This requires data processors to have an effective audit trail of how and when consent was given.

- Who consented: name of the individual, or other identifier
- When they consented: a copy of a dated document, or online records that include a timestamp; or, for oral consent, a note of the time and date which was made at the time of the conversation.
- What they were told at the time: a master copy of the document or data capture form containing the consent statement in use at that time, along with any separate privacy policy, including version numbers and dates matching the date consent was given. If consent was given orally, our records should include a copy of the script used at that time.
- How they consented: for written consent, a copy of the relevant document or data capture form. If consent was given online, our records should include the data submitted as well as a timestamp to link it to the relevant version of the data capture form. If consent was given orally, we should keep a note of this made at the time of the conversation, although it does not need to be a full record of the conversation.
- Whether they have withdrawn consent: and if so, when.

Legitimate Interest

As an educational charity, we do have a legitimate interest in holding contact details and certain personal information relating to families who use our services. This personal information includes things such as full name, date of birth, contact details, assessment results, special educational needs, admissions and attendance, entry date, behavior or safeguarding information. It also includes special category personal data such as religion, gender, any relevant medical information and dietary needs. The data is used in order to support the education of our pupils, to monitor and report on their progress, to provide appropriate pastoral care, together with any other uses normally associated with this provision in a school environment. We may, from time to time, share this data with our U.S. colleagues at Regina Caeli Academy U.S. in order to better serve the needs of the people we help.

Similarly, we have a legitimate interest in contacting those people who have signed up to our email list for updates, with the purpose of giving them updates on Regina Caeli affairs; we don't use their emails for any other purpose and they can opt out at any time through a single link on any of our emails, or by contacting us directly.

An individual's data protection rights take precedence over the legitimate interests of a charity / business to handle their data. For example, we must consider what the



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individual would reasonably have expected their personal information to be used for at the time that they provided it. If the individual would not have reasonably expected the information to be used for direct marketing, it would not be legitimate for the organisation to do so. However, GDPR is very clear that the individual's choice to say 'no' to direct marketing is more important than a charity's (legitimate) desire to send them future communications.

Individual Rights

Besides the right to privacy, to being informed of when we collect their data and for what purpose, and how to 'opt-out' (after opting-in), individuals have legal rights concerning:

- Mandatory breach notifications
- Subject access requests (SARs)
- the "Right to be Forgotten"

Mandatory breach notification

We, as Data Controllers, have seventy two hours to report a data protection breach to the Information Commissioner's Office and, if any data breach could result in high risk to individuals, they must also directly notify individual data subjects without undue delay if the breach could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage. We must keep a record (available for inspection) of all breaches, but need only report risky ones.

Subject Access Requests—SARs

The GDPR law gives any individual the right to be sent details of information held about them within no later than one month of making a request. Care is needed when responding to such requests to ensure the rights of third parties are not compromised. If a SAR is received, Regina Caeli U.K.'s Data Protection Officer (DPO) should be immediately informed. The right of individuals to have access to data held about them makes it more important than ever that care is taken where personal references, information or opinions are included in emails or other correspondence.

A subject access request can be used by an individual to request that an organisation provides:

- confirmation that they are processing the individual's personal data;
- a copy of that personal data;
- the purposes of their processing;
- the categories of personal data concerned;
- the recipients or categories of recipient they disclose the personal data to;
- their retention period for storing personal data or, where this is not possible, their criteria for determining how long they will store it;
- confirmation of the existence of the right to request rectification, erasure or restriction or to object to such processing;
- confirmation of the right to lodge a complaint with the ICO or another supervisory authority;



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- information about the source of the data, where it was not obtained directly from the individual;
- the existence of any automated decision-making (including profiling); and
- the safeguards they provide if they transfer personal data to a third country or international organisation.

Right to be Forgotten

Individuals have the “right to erasure” / “right to be forgotten” if the data we hold is no longer relevant or no longer for the purpose it was gathered, or if they withdraw consent. However data can be retained even against their wishes if this serves safeguarding or other legal issues.

Where do we store your information electronically?

All the personal data is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information may be located on servers within the European Union.

Objections / Complaints

Should you have any concerns about how your information is managed at the GP, please contact the Data Protection Officer. If you are still unhappy following a review by the Data Protection Officer, you have a right to lodge a complaint with a supervisory authority: You have a right to complain to the UK supervisory Authority as below.

Information Commissioner:

Wycliffe house

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 01625 545745

<https://ico.org.uk/>

If you are happy for your data to be used for the purposes described in this privacy notice, then you do not need to do anything. If you have any concerns about how your data is shared, then please contact the Practice Data Protection Officer.

If you would like to know more about your rights in respect of the personal data we hold about you, please contact the Data Protection Officer as below.

Data Protection Officer

At a Board meeting on 31/7/19 it was decided to appoint Robert C as Data Protection Officer (DPO) for Regina Caeli U.K.. The DPO’s role includes responsibility for informing Regina Caeli U.K., staff and volunteers of matters appertaining to GDPR; advising on requirements for compliance; being a point of contact for enquiries or complaints; making a risk assessment of Regina Caeli U.K.’s data procedures; and establishing protocols for data security. If you would like to contact XXXX, use the contact form here: <https://www.rcahybrid.org.uk/contact> with the subject “Data Protection”



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Changes:

It is important to point out that we may amend this Privacy Notice from time to time. If you are dissatisfied with any aspect of our Privacy Notice, please contact the Data Protection Officer.

