



High March

PRIVACY NOTICE FOR PUPILS

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This policy applies to the Early Year Foundation Stage, Key Stage 1 and Key Stage 2

Useful Websites

www.highmarch.co.uk

www.education.gov.uk

HIGH MARCH

PRIVACY NOTICE FOR PUPILS

Lawfulness, fairness and transparency

High March ('the School') has an obligation to ensure that the means whereby pupils' data is processed by the School in the ordinary course of business is lawful, fair, transparent and proportionate for the purpose for which it was obtained.

Information about use of personal data

Under data protection law, individuals have a right to be informed about how the School uses any personal data held by the School about them. The School complies with this right by providing 'privacy notices' to individuals when processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about current, past and prospective pupils ('pupils') regardless of whether it is in paper or electronic format. This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies.

This Privacy Notice applies to the whole School, from EYFS to Year 6.

The term 'parent' in this Privacy Notice means the pupil's parent and /or legal guardian and any other person with parental responsibility for a pupil.

Data Controller

The School is the 'Data Controller' for the purposes of GDPR and data protection law as amended from time to time.

The Personal Data held by the School

Personal data that the School may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal details such as full name, home address, contact details of pupils and/or parents, gender, date of birth
- Next of kin and emergency contact details
- Images of pupils and staff (and occasionally other individuals) engaging in School activities
- Identification documents
- CCTV images for security purposes
- Attendance data
- Pupils' performance at School, including assessments, reports, exam results, behaviour reports and discipline or sanctions record
- Data about pupil use of the School's e-mail and internet and other internal ICT communications.
- Safeguarding information

The School may also collect, store and use information about pupils that falls into '**special category data**' of more sensitive personal data. This includes information about health, details of any illnesses, allergies or other medical conditions, special needs, learning support or reasonable adjustment, counselling, therapy, care plans,

accidents, health monitoring, ethnicity, and religious or other similar beliefs, safeguarding and child protection information.

The School may also hold data about pupils that has been received from other organisations, including other schools, local authorities and the Department for Education.

Why the School uses this Data

The School uses this data to:

- Support the pupils' teaching and learning
- Fulfil the Admissions process
- Assess and report on pupils' progress
- Assess how well the School as a whole is doing
- Publish examination results such as anonymised overall pass rates, but not individual marks achieved by particular pupils
- Fulfil our safeguarding obligations towards pupils
- Enable financial and staff recruitment planning
- Provide appropriate pastoral care to pupils
- Enable or assist pupils to obtain a place at a senior school or another prep or primary school after they leave the School
- Monitor pupils' email communications and internet use for the purpose of ensuring compliance with and strictly in accordance with the School's ICT Security and Safeguarding & Child Protection and any other related policies
- Communicate with former pupils
- Where appropriate promote the School to prospective pupils and parents (including through the School's prospectus, website and social media applications)
- For other reasonable purposes relating to the efficient operation and smooth running of the School business including to obtain appropriate professional advice and insurance for the School

The School's Legal Basis for using this Data

The School processes personal data in order to fulfil **contractual obligations** to parents for their child as pupil and to promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant **legal obligations** of the School are complied with.

Other uses of personal data will be made in accordance with the School's **legitimate interests**, or the legitimate interests of third parties, provided that these are not outweighed by the impact on individuals and provided such use does not involve special or sensitive types of data.

In addition, the School will on occasion need to process **special category personal data** (for example, concerning health) or from time to time by explicit consent where required. These reasons will include:

- To safeguard pupils', parents' or staff welfare and provide appropriate pastoral and where necessary, medical care, and to take appropriate action in the event of an emergency, incident or accident

- As part of any School or external complaints, disciplinary or investigation process
- For legal and regulatory purposes including safeguarding and child protection and health and safety

Collection of Data

The School will only collect personal data for specified, explicit and legitimate reasons. If the School wishes to use personal data for reasons other than those provided when we first obtained it, we will inform the individuals concerned and obtain consent before we do so. In general, the School will assume that pupils' consent is not required for ordinary disclosure of their personal data to their parents, e.g. for the purposes of keeping parents informed about the pupil's activities, progress and behaviour, and in the interests of pupils' welfare, unless, in the School's opinion, there is a good reason to do otherwise. However, where a pupil seeks to raise concerns, confidentially, with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents, the School may be under an obligation to maintain confidentiality unless, in the School's opinion, there is a good reason to do otherwise; for example where the School believes disclosure will be in the best interests of the pupil or other pupils, or if required by law.

How the School stores this Data

The School retains personal data about pupils during their schooling at High March electronically on the School's information management systems, the School's network, GDPR-compliant cloud-based storage, or manually in pupil files, profiles or Learning Journeys. The School may also keep data beyond the duration of the pupil's schooling at the School if this is necessary in order to comply with our legal obligations and legitimate interests. The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including the use of technology and devices, and access to School systems. All staff will be made aware of this Privacy Notice and of their respective duties and obligations to pupils and parents under GDPR and data protection law as amended from time to time and have or will receive suitable training.

Data Sharing

In the main, personal data collected by the School will remain within the School and in GDPR compliant, security-controlled, cloud-based storage and will be processed by appropriate members of staff only in accordance with GDPR and data protection legislation as amended from time to time. The School will not normally share personal data of pupils with third parties other than parents, but may do so where there is an issue that puts the safety of a pupil or our staff at risk or when we need to liaise with other agencies.

The School may share data:

- To enable the relevant authorities to monitor the School's performance, for example Independent Schools Inspectorate

- To compile statistical information (normally used on an anonymous basis) for annual and other data survey
- To safeguard pupils' welfare and provide appropriate pastoral, medical or occupational health care
- When specifically requested so to do by pupils and/or their parents
- Where necessary in connection with learning and extra-curricular activities undertaken by pupils for example, educational visits, residential trip providers, such as Manor Adventure, the Ski Trip, the French Trip
- To enable pupils to take part in national and other assessments and to monitor pupils' progress and educational needs
- To obtain appropriate professional advice and insurance for the School
- Where a reference or other information about a pupil or former pupil is requested by another school or employer to whom they have applied
- To undertake financial transactions
- To secure funding for the School (and where relevant on behalf of individual pupils)
- For research and statistical purposes, as long as personal data is sufficiently anonymised or consent has been provided
- For use by the School of online academic and educational services
- For use by the School of GDPR compliant cloud-based servers and IT services such as email and file storage for staff and pupils

Particular care with regard to data sharing is taken in the context of:

- medical records held and accessed only by the School Matron and appropriate staff who need to share the information in order to provide appropriate care and support to the pupil or otherwise in accordance with express consent; and
- pastoral or safeguarding files.

A certain amount of any special needs, learning support or reasonable adjustment relevant information for pupils, will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.

Our suppliers or contractors need data to enable us to provide services to our staff and pupils, for example ICT support, and catering.

In the course of our Data Protection Audit, and creation of Risk Register, we have enquired of third party data processors as to the steps they have taken in order to ensure their compliance with GDPR principles of fair and secure data processing.

The School will also share personal data with law enforcement and government bodies where we are legally required to do so, including for the prevention or detection of crime and/or fraud, the apprehension or prosecution of offenders, in connection with legal proceedings, or where the disclosure is required to satisfy our safeguarding obligations.

The School may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff.

The School will only transfer personal data to a country or territory outside the European Economic Area if satisfied that the transferee will only process the data in accordance with data protection law.

Parental Rights regarding Personal Data of Pupils

Parents of a child under 13 or where a child is not considered mature enough to be able to give informed consent, have a right to make a 'Data Subject Access Request' to gain access to personal information that the School holds about their child. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data held
- The purposes of the data processing
- The categories of personal data concerned
- The identity of those with whom the data has been, or will be, shared
- The duration of retention of data
- The source of the data, if not the data subject.

If you would like to make a request, please contact the School's Data Protection Officer (DPO), the Bursar, in writing.

Other Rights

Under data protection law, individuals have certain rights regarding the ways in which their personal data is used and kept safe, including the right:

- to request rectification of any data that is inaccurate or incomplete
- to have their personal data erased
- to prevent further processing if:
 - it is no longer required for the purposes for which it was collected
 - consent is withdrawn
 - there is objection to the processing and no superseding legitimate interest
 - the personal data is being unlawfully processed
 - the personal data must be removed in order to comply with a legal obligation
- to request a restriction of further processing of personal data
- to object to processing on specific grounds

If parents wish to exercise any of these rights, they should please contact the DPO, who is the Bursar, in writing.

Rectification of Data

Parents may ask the School to correct personal data relating to their child which they consider to be inaccurate. If a member of staff receives such a request and does not agree that the personal data held is inaccurate, they should nevertheless record the

fact that it is disputed and inform the DPO. Parents should inform the DPO of any change in personal circumstances, in order that the School's records can be amended.

Providing Information over the Telephone

In order to maximise pupil confidentiality, any member of staff dealing with telephone enquiries is advised to exercise caution in disclosing any personal information held by the School. In particular they should:

- Check the caller's identity to ensure that information is only given to a person entitled to it
- Suggest that the caller put their request in writing if they are not sure about the caller's identity and if the identity cannot be verified over the telephone

Complaints

The School takes very seriously any complaints about our collection and use of personal information. If a parent of a pupil considers that the School's collection or processing of personal information is unfair, misleading or inappropriate, or has any other concern about our data processing, please raise this with us in the first instance with the DPO. Alternatively, you can make a complaint to the Information Commissioner's Office at: <https://ico.org.uk/concerns>, 0303 123 1113 or Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Related documents:

Mobile Phone Policy/ Policy on taking and storing Photographs
Privacy Notice for Parents
Privacy Notice for Staff
ICT Security Policy