

# Privacy Notice

This Privacy Notice should be read in conjunction with the following policies:

[Taking, Storing and Using Images of Children Policy](#)

[CCTV Policy](#)

[Subject Access Request Policy](#)

[Safeguarding Policy](#)

[Acceptable Use Policy](#)

[Behaviour Policy](#)

[Staff Code of Conduct \(if staff member\)](#)

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- x To enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate;
- x To give and receive information and references about past, current and prospective pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend; and to provide references to potential employers of past pupils;
- x To enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils of the School
- x To enable use of internet based teaching applications and resources;
- x To safeguard pupils' welfare and provide appropriate pastoral care;
- x

- x past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- x personnel files, including in connection with academics, employment or safeguarding;
- x nationality and other immigration status information (e.g. right to work/study) including copies of passport informationj EMC /LBo64t

Agency the Independent School

A limited and reasonable amount of information will be kept for archiving purposes, for example; and even where you have requested we no longer keep in touch with you, we will need to keep a record of this fact in order to fulfil your wishes (called a “suppression record”).

## 9 Keeping in touch and supporting the School

The School and/or any relevant other organisation, e.g. alumni/development will use the contact details of parents, alumni and other members of the School community to keep them updated about the activities of the School or alumni and parent events of interest, including by sending updates and newsletters, by email and by post. Unless the relevant individual objects, the School will also:

- x Share parent contact details and pupil form information with other parents via secure online portal.
- x Share personal data about parents and/or alumni, as appropriate, with organisations set up to help establish and maintain relationships with the School community, such as the Parent Association, Alumni

The Schools also not required to disclose any pupil examination scripts or (other information consisting solely of pupil test answers, potentially including in mock exam scripts or other types of exams/tests used to assess performance—although marker’s comments may still be disclosable if they constitute pupil personal data). The School is also not required to provide examination or other test marks ahead of their ordinary publication date, nor share any confidential reference held by the School that was (or will be) given for the purposes of the education, training appointment or employment of any individual.

You may have heard of the ‘right to be forgotten’. However, we will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your (or your child’s) personal data. For example, a legal requirement may exist to retain certain information.

## 11 Whose Rights

The rights under Data Protection Law belong to the individual to whom the data relates. However, the School will often rely on parental authority or notice for the necessary ways it processes personal data relating to pupils – for example, under the Parent Contract or via a form. Parents and pupils should be aware that this is not necessarily the same as the School relying on strict consent (See section on Consent above).

Where consent is required, it may in some cases be necessary or appropriate, given the nature of the processing in question, and the pupil's age and understanding, to seek pupil's consent, either alongside or in place of parental consent. Parents should be aware that in such situations they may not be consulted, depending on the interests of the child, the parents' rights at law or under their contract, and all the circumstances.

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 the pupil's welfare. That is, 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.

Pupils are required to respect the personal data and privacy of others, and to comply with the Acceptable Use Policy and the School's Behaviour Policy. Staff are under professional duties to do the same covered under the above policies and the Staff Code of Conduct.

## 12 Data accuracy and security

The School will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must please notify the Privacy and Compliance Manager of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out of date, irrelevant or inaccurate information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law); please see above for details of why the School may need to process your data, and who you may contact if you disagree.

The School will take appropriate technical and organisational steps to ensure the security of personal data.



