



## DATA PROTECTION POLICY

### GENERAL STATEMENT OF THE SCHOOL'S DUTIES

1. The School is obliged to process relevant personal data regarding pupils and their parents and guardians as part of its operation and shall take all reasonable steps to do so in accordance with this Policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. In this Policy, any reference to pupils includes current past or prospective pupils.

### DATA PROTECTION CONTROLLER

2. The School has appointed the Bursar as Data Protection Controller (DPC) who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998.

### THE PRINCIPLES

3. The School shall, so far as is reasonably practicable comply with the Data Protection Principles ("the Principles") contained in the Data Protection Act to ensure all data is:-

- Fairly and lawfully processed;
- Processed for a lawful purpose;
- Adequate, relevant and not excessive;
- Accurate and up to date;
- Not kept for longer than necessary;
- Processed in accordance with data subjects' rights;
- Secure;
- Not transferred to parties in other countries without adequate protection.

### PERSONAL DATA

4. Personal data covers both facts and opinions about an individual. The School may need to, in the course of conducting its business, process a wide range of personal data of pupils, their parents or guardians. This personal data may include (but is not limited to): names and addresses, bank details, academic, disciplinary, admissions and attendance records, references, examination scripts and marks.

### PROCESSING OF PERSONAL DATA

5. Consent may be required for the processing of personal data unless the processing is necessary for the School to undertake its obligations to pupils and their parents or guardians. Any information which falls under the definition of personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the prior written consent of the appropriate individual under the terms of this Policy.

## SENSITIVE PERSONAL DATA

6. The School may, from time to time, be required to process sensitive personal data regarding a pupil, their parents or guardians. Sensitive personal data includes medical information and data relating to religion, race, or criminal records and proceedings. Where sensitive personal data is processed by the School, the explicit consent of the appropriate individual will be required in writing.

## RIGHTS OF ACCESS

7. Individuals have a right of access to information concerning themselves held by the School. Any individual wishing to access this data should put their request in writing to the DPC. The School will respond to any such written requests as soon as is reasonably practicable and in any event, within 40 days for access to records and 21 days to provide a reply to an access to information request. (Please note that the School is entitled to charge an administration fee of up to £10.00 for providing this information.)

8. You should be aware that certain data is exempt from the right of access under the Data Protection Act. This may include information:

- which identifies other individuals,
- which the School reasonably believes is likely to cause damage or distress,
- which is subject to legal professional privilege.

The School is also not required to disclose pupil's examination scripts.

9. The School will treat as confidential any reference given by the School for the purpose of the education, training or employment, or prospective education, training or employment of any pupil. The School acknowledges that an individual may have the right to access to a reference relating to them received by the School. However such a reference will only be disclosed if such disclosure will not identify the source of the reference.

## WHOSE RIGHTS

10. The rights under the Data Protection Act are personal to the individual to whom the data relates. The School will in most cases rely on parental consent to process data relating to pupils unless, given the nature of the processing in question, and the pupil's age and understanding, it is unreasonable under the circumstances to rely on the parent's consent. Parents should be made aware that in such situations they may not be consulted.

11. The School will only grant the pupil direct access to their personal data if the School's reasonably believes the pupil understands the nature of the request. Pupils agree that the School may disclose their personal data to their parents or guardian.

12. 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 or guardian, the School will maintain confidentiality unless it has reasonable grounds to believe that the pupil does not fully understand the consequences of withholding their consent, or where the School believes

disclosure will be in the best interests of the pupil or other pupils or to withhold may be unlawful.

## EXEMPTIONS

13. Certain data is exempted from the provisions of the Data Protection Act which includes the following:

- The prevention or detection of crime.
- The assessment of any tax or duty.
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the School.
- The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the DPC.

## DISCLOSURE OF INFORMATION

14. The School may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians. The School confirms that it will not generally disclose information unless the individual has given their consent or one of the specific exemptions under the Data Protection Act applies. However the School does intend to disclose such data as is necessary to third parties for the following purposes:

- To give a confidential reference concerning a pupil to any educational institution which it is proposed that the pupil may attend.
- To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend.
- To publish the results of public examinations or other achievements of pupils .
- To disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips.
- Where the School receives a disclosure request in writing from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure.

## USE OF PERSONAL INFORMATION BY THE SCHOOL

15. The School will, from time to time, make use of personal data relating to pupils, their parents or guardians in the following ways.

- For fundraising, marketing or promotional purposes
- To maintain relationships with pupils of the School, including transferring information to any association society or club set up for the purpose of establishing or maintaining contact with pupils
- For fundraising, marketing or promotional purposes.

Should you wish to limit or object to any such use please notify the DPC in writing.

16. To make use of photographic images of pupils in School publications and on the School website. However the School will not publish photographs of

individual pupils with their names on the School website without the express agreement of the appropriate individual.

#### ACCURACY

17. The School will endeavour to ensure that all personal data held in relation to an individual is accurate. Individuals must notify the DPC of any changes to information held about them. An individual has the right to request that inaccurate information about them is erased or corrected.

#### SECURITY

18. The School will take reasonable steps to ensure that members of staff will only have access to personal data relating to pupils, their parents or guardians where it is necessary for them to do so. All staff will be made aware of this policy and their duties under the Data Protection Act. The School will ensure that all personal information is held securely and is not accessible to unauthorised persons. Data will be retrieved from secure storage either by authorised personnel or by the applicant in the presence of authorised personnel.

#### ENFORCEMENT

18. If an individual believes that the School has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, they should utilise the School complaints procedure and should notify the DPC.