

Privacy Notice for Parents/Carers/Guardians and Pupils

INTRODUCTION

The School collects and processes personal data relating to its pupils in order to successfully carry out its functions. The School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This Privacy Notice is intended to provide information about how the School will use (or "process") personal data about pupils and parents/carers/guardians.

Parents/guardians/carers and pupils (where appropriate) are encouraged to read this Privacy Notice and the School's Data Protection Policy and understand the school's obligations to collecting, storing and processing Parents/guardians/carers and pupils personal and special category data.

This Privacy Notice applies alongside any other information the School may provide about a particular use of personal data, for example when collecting data via an online or paper form.

This **Privacy Notice also** applies in addition to the School's other relevant terms and conditions and policies, including:

- Any contract between the School and the parents of pupils;
- The School's policy on taking, storing and using images of children;
- The School's CCTV policy;
- The School's data retention schedule;
- The School's Data Protection policy
- The School's safeguarding, pastoral, or health and safety policies, including as to how concerns or incidents are recorded; and
- The School's IT policies, including its E-safety and Mobile Phone policy, and Network and Social Media policy.

Anyone who works for, or acts on behalf of, the School (including staff, volunteers, governors and service providers) should be aware of and comply with this Privacy Notice and the School's Data Protection policy.

ABOUT ST FAITH'S

Nature of Work: Independent School

Under current Data Protection legislation, the School is a Data Controller.

ICO Registration Number: Z976867X

The contact details for the School are as follows:

St Faith's School
Trumpington Road
CAMBRIDGE
CB2 8AG

RESPONSIBILITY FOR DATA PROTECTION

The School has appointed Miss Amy Pearson as the School's Data Compliance Officer who will deal with all your requests and enquiries concerning the School's uses of your personal data and endeavour to ensure that all personal data is processed in compliance with this policy and current data protection legislation.

The Data Compliance Officer can be contacted as follows:

Email: gdpr@stfaiths.co.uk

Telephone: 01223 229417

Address: St Faith's School, Trumpington Road, Cambridge, CB2 8AG

TYPES OF PERSONAL DATA COLLECTED AND PROCESSED BY THE SCHOOL

The School collects and processes a range of information about its pupils and parents/carers/guardians. This includes:

- Names, addresses, telephone numbers, e-mail addresses and other contact details;
- Characteristics (such as ethnicity, language, nationality and country of birth);
- Emergency contact details;
- Bank details and other financial information, e.g. about parents who pay fees to the School;
- Past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- Pupil files, including in connection with academics and safeguarding;
- Where appropriate, information about individuals' health and welfare, and contact details for their next of kin;
- References given or received by the School about pupils, and relevant information provided by previous educational establishments and/or other professionals or organisations working with pupils;
- Correspondence with and concerning staff, pupils and parents past and present;
- Images of pupils (and occasionally other individuals) engaging in School activities, and images captured by the School's CCTV system (in accordance with the School's policy on taking, storing and using images of children, and on the use of CCTV); and
- Absence information or medical data collected in relation to the Coronavirus pandemic or any other medical condition the School is required to be aware of for safeguarding and welfare purposes.

HOW THE SCHOOL COLLECTS DATA

- Generally, the School receives personal data from the individual directly (including, in the case of pupils, from their parents). This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).
- However in some cases personal data will be supplied by third parties (for example another school, or other professionals or authorities working with that individual); or collected from publicly available resources.

WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

In order to carry out its ordinary duties the School needs to process a wide range of personal data about individuals (including current, past and prospective pupils and/or parents) as part of its daily operation.

Some of this activity the School will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with parents of its pupils.

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

The School expects that the following uses will fall within that category of its (or its community's) "**legitimate interests**":

- For the purposes of pupil selection (and to confirm the identity of prospective pupils and their parents);
- To provide education services, including musical education, physical training or spiritual development, career services, and extra-curricular activities to pupils (including residential trips), and monitoring pupils' progress and educational needs;
- Maintaining relationships with alumni and the School community, including direct marketing or fundraising activity;
- For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law (such as tax, diversity or gender pay gap analysis);
- To enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate;
- 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;
- 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;
- To safeguard pupils' welfare and provide appropriate pastoral care;
- To monitor (as appropriate) use of the School's IT and communications systems in accordance with the School's IT Acceptable Use policy;
- To make use of photographic images of pupils in School publications, on the School website and (where appropriate) on the School's social media channels in accordance with the School's policy on taking, storing and using images of children;
- For security purposes, including CCTV use in accordance with the CCTV policy;

- To carry out or cooperate with any School or external complaints, disciplinary or investigation process; and
- Where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for the School.

In addition, the School will on occasion need to obtain and process **special category personal data** (concerning health, ethnicity, religion or sexual life) or criminal records information (such as when carrying out DBS checks) in accordance with rights or duties imposed on it by law, including as regards safeguarding and employment, or from time to time by explicit consent where required. These reasons will include:

- To safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so. For example for medical advice, for social protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or organisers of School trips who need to be made aware of dietary or medical needs;
- To provide educational services in the context of any special educational needs of a pupil;
- As part of any School or external complaints, disciplinary or investigation process that involves such data, for example if there are SEN¹, health or safeguarding elements; or
- For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care.

THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the UK General Data Protection Regulation (GDPR).

WHO HAS ACCESS TO PERSONAL DATA AND WHO THE SCHOOL SHARES IT WITH

Occasionally, the School will need to share personal information relating to its community with third parties, such as:

- Professional advisers (e.g. lawyers, insurers, PR advisers and accountants);
- Government authorities (e.g. HMRC, DfE, police or the local authority); and
- Appropriate regulatory bodies e.g. [TRA²](#), the [Independent Schools Inspectorate](#), the Charity Commission or the Information Commissioner.

For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- Medical records (held and accessed only by the School medical staff and shared where appropriate with other school Staff), or otherwise in accordance with express consent); and
- Pastoral or safeguarding files.

¹ Special Educational Needs

² Teaching Regulation Agency.

However, a certain amount of any SEN pupil's relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.

Pupils and parents are reminded that the School is under duties imposed by law and statutory guidance (including [Keeping Children Safe in Education](#)) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the LADO³ or police. For further information about this, please view the School's Safeguarding Policy.

Finally, in accordance with Data Protection Law, some of the School's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with the School's specific directions.

TRANSFERRING INFORMATION TO OTHER COUNTRIES

We may send pupil information to countries which do not have the same level of protection for personal information as there is in the UK. For example, to communicate with a pupil/pupils parents by email who live overseas or in relation to pupil welfare, where necessary, should a pupil become ill on an overseas trip and require urgent medical attention.

Where the country does not have the same level of protection for personal data as there is in the UK, we will endeavour to put reasonable safeguards in place.

If you have any questions in relation to the transferring of data to other countries please contact the Data Compliance Officer.

HOW LONG WE KEEP PERSONAL DATA

The School will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Typically, the legal recommendation for how long to keep pupil personnel files is 25 years from date of birth. However, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements.

Please refer to the School's Data Retention Policy for more details.

If you have any specific queries about how our retention policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Schools Data Compliance officer. However, please bear in mind that the School will often have lawful and necessary reasons to hold on to some personal data even following such request.

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 the fact in order to fulfil your wishes (called a "suppression record").

³ Local Authority Designated Officer

KEEPING IN TOUCH AND SUPPORTING THE SCHOOL

The School (and/or any relevant other organisation) 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:

- 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 Old Fidelians or SFPA⁴.
- Contact parents and/or alumni (including via the organisations above) by post and email in order to promote and raise funds for the School and, where appropriate, other worthy causes.

Should you wish to limit or object to any such use, or would like further information about them, please contact the School's Marketing Department in writing.

You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the School is nonetheless likely to retain some of your details (not least to ensure that no more communications are sent to that particular address, email or telephone number).

REQUESTING ACCESS TO PERSONAL DATA

Rights of Access

Individuals have various rights under current Data Protection Law which are detailed in the School's Data Protection Policy.

Any individual wishing to exercise these rights should put their request in writing to the Data Compliance Officer.

Where an individual has requested access to their data the School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits (which is one month in the case of requests for access to information).

The School will be better able to respond quickly to smaller, targeted requests for information. If the request for information is manifestly excessive or similar to previous requests, the School may ask you to reconsider, or require a proportionate fee (but only where Data Protection Law allows it).

If an individual wishes to make any amendments to their personal data, this information should be given to the School Office Team who will make the necessary changes.

Requests that cannot be fulfilled

You should be aware that the right of access is limited to an individual's own personal data, and certain data is exempt from the right of access. This will include information which identifies other individuals (and parents need to be aware this may include their own children, in certain limited situations – please see further below), or information which is subject to legal privilege (for example legal advice given to or sought by the School, or documents prepared in connection with a legal action).

⁴ St Faith's Parents' Association

The School is also not required to disclose any pupil examination scripts (or other information consisting solely of pupil test answers), provide examination or other test marks ahead of any ordinary publication, nor share any confidential reference given by the School itself for the purposes of the education, training or employment of any individual.

You may be aware 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, or where it falls within a legitimate interest identified in this Privacy Notice. All such requests will be considered on their own merits.

Pupil Requests

Pupils can make subject access requests for their own personal data, provided that, in the reasonable opinion of the School, they have sufficient maturity to understand the request they are making. A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf.

Indeed, while a person with parental responsibility will generally be entitled to make a subject access request on behalf of younger pupils, the law still considers the information in question to be the child's: for older pupils, the parent making the request may need to evidence their child's authority for the specific request.

Pupils aged 13 and above are generally assumed to have this level of maturity, although this will depend on both the child and the personal data requested, including any relevant circumstances at home.

Parental Requests

It should be clearly understood that the rules on subject access are not the sole basis on which information requests are handled. Parents may not have a statutory right to information, but they and others will often have a legitimate interest or expectation in receiving certain information about pupils without their consent. The School may consider there are lawful grounds for sharing with or without reference to that pupil.

Parents will in general receive educational and pastoral updates about their children, in accordance with the Parent Contract. Where parents are separated, the School will in most cases aim to provide the same information to each person with parental responsibility, but may need to factor in all the circumstances including the express wishes of the child, and any legal agreements.

All information requests from, on behalf of, or concerning pupils – whether made under subject access or simply as an incidental request – will therefore be considered on a case by case basis.

Consent

Where the School is relying on consent as a means to process personal data, any person may withdraw this consent at any time (subject to similar age considerations as above). Examples where we do rely on consent include the taking, using and storing images of children and administration of medication. Please be aware however that the School may not be relying on consent but have another lawful reason to process the personal data in question even without your consent.

That reason will usually have been asserted under this Privacy Notice, or may otherwise exist under some form of contract or agreement with the individual (e.g. a parent contract, or because a purchase of goods, services or membership of an organisation such as an alumni or parents' association has been requested).

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 School Office (parents and pupils) 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 or 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, of who you may contact if you disagree.

The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to School systems. All staff and governors will be made aware of this policy and their duties under Data Protection legislation and receive relevant training.

THIS PRIVACY NOTICE

The School will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the School's Data Compliance Officer using the following contact details:

Email: gdpr@stfaiths.co.uk

Telephone: 01223 229417

Address: St Faith's School, Trumpington Road, Cambridge, CB2 8AG

Alternatively, you can contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/> although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.