

RYDES HILL PREPARATORY SCHOOL & NURSERY

P- 53 (ISI 7A) PRIVACY NOTICE FOR PARENTS & PUPILS



RYDES HILL

PREPARATORY SCHOOL & NURSERY

MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic School where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the School based on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what School stands for and all are encouraged and challenged to be the best they can be.

Written By :	Alison Packman – Compliance Officer	26 th April 2018
Reviewed By :	Kathryn Pillar – Bursar	8 th May 2018
Approved By :	Sarah Norville – Headmistress	24 th May 2018
Governor Review By :	Not required	

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Revision History

Revision	Paragraph Number	Revision
September 2015		New Document
November 2016		Updated
April 2018	Logo	Updated logo
	Mission Statement	Updated Mission Statement
	Whole Document	Re-formatted to include revision history, paragraph numbers, Abbreviation, Acronym, Term and Definitions/Meaning table. Significantly re-written to reflect changes required by the General Data Protection Regulations which come into force on 25 th May 2018.

Abbreviations, Acronyms, Terms and Definitions / Meanings

Abbreviation / Acronym / Term	Definition / Meaning
Biometric Data	Personal information about an individual's physical or behavioural characteristics that can be used to identify that person; this can include their fingerprints, facial shape, retina and iris patterns, and hand measurements.
CCTV	Closed Circuit Television
Data Controller	Organisations, including independent schools, that determine how people's personal data is processed and for what purpose.
Data Subjects	Any living individual whose data the Data Controller processes.
DfE	Department for Education
DSAR	Data Subject Access Request
FRHPS	Friends of Rydes Hill Preparatory School
GDPR	General Data Protection Regulation
HMRC	Her Majesty's Revenue & Customs
LADO	Local Authority Designated Officer

Personal Data	Everything from which a Data Subject can be identified. It ranges from simple contact details via pupil files to safeguarding information, and encompasses opinions, file notes or minutes, a record of anyone's intentions towards that person, and communications (such as emails) with or about them.
Processing	Any action in relation to that personal data, including filing and communication.
SEN	Special Educational Needs
Social Protection	Concerned with preventing, managing and overcoming situations that adversely affect people's well-being and is designed to reduce poverty, diminish people's exposure to risks and enhance their capacity to manage social risks.
Special Category Data	Some categories of Personal Data are special category data under GDPR. These comprise data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership; data concerning health or data concerning a natural person's sexual orientation; and biometric data.

Aim / Objective / Statement of Intent

This policy applies to the whole School including EYFS. Please ensure you have read the table above for the meanings of specific terms shown in this document in italics.

1. This policy is intended to provide information about how the School will use or ***process personal data*** about individuals including past and prospective pupils and their parents, carers or guardians (referred to in this policy as “parents”).
2. This information is provided because Data Protection Law gives individuals rights to understand how their data is used. Parents and pupils are all encouraged to read this Privacy Notice and understand the School’s obligations to its entire community.
3. This Privacy Notice applies alongside any other information the School may provide about a particular use of personal data, including :
 - Any contract between the School and the parents of pupils;
 - The School’s P09 Taking, Storing and Using Images of Pupils and Staff Policy;
 - The School’s P30 Use of CCTV Policy;
 - The School’s P41 Data Retention Policy;
 - The School’s various safeguarding, pastoral, and health and safety policies, including as to how concerns or incidents are recorded; and
 - The School’s IT policies, including its ICT, Mobile Phones and Other Electronic Devices policy and it’s E-Safety Policy.
4. Anyone who works for, or acts on behalf of, the School (including staff, volunteers, governors and service providers) should also be aware of and comply with this Privacy Notice for Parents and Pupils.

Responsibility for Data Protection

5. The Governors of Rydes Hill Preparatory School & Nursery has appointed **Mrs Sarah Norville, Headmistress, and Mrs Kathryn Pillar, Bursar, as responsible for data protection**. They will deal with any requests or enquiries concerning the School’s uses of your personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law.
6. They can be contacted as follows via email at headmistress@rydeshill.com or bursar@rydeshill.com or via telephone on 01483 563160. You may also write to either Mrs Norville or Mrs Pillar at Rydes Hill Preparatory School & Nursery, Rydes Hill House, Aldershot Road, Guildford, Surrey GU2 8BP.
7. The School has notified the Information Commissioner’s Office of its processing activities. The School’s ICO registration number is Z8528148 and its registered address is

Rydes Hill Preparatory School & Nursery, Rydes Hill House, Aldershot Road, Guildford, Surrey GU2 8BP.

Why the School needs to process personal data

8. In order to carry out its ordinary duties to staff, pupils and parents, the School needs to process a wide range of personal data about individuals (including current, past and prospective staff, pupils or parents) as part of its daily operation.
9. 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 its staff, or parents of its pupils.
10. 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.
11. The School expects that the following uses will fall within that category or its (or its community's) "legitimate interests" :
 - For the purposes of pupil selection and to confirm the identify of prospective pupils and their parents;
 - To provide education services, including musical education, physical training or spiritual development and extra-curricular activities to pupils, 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)
 - For the purposes of donor due diligence, and to confirm the identity of prospective donors and their background and relevant interests;
 - 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 or providers of work experience 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 (by for example, accessing current and/or past employee's emails/notes of correspondence and meetings either internal or with external parties such as parents, in order to ascertain if there are/were any pupil concerns, safeguarding issues, HR disciplinary matters, which the School should be aware of);
- To monitor (as appropriate) use of the School's IT and communications systems in accordance with the School's P03 Use of ICT, Mobile Phones and other Electronic Devices Policy and P50 E-Safety 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 P09 Taking, Using and Storing Images of Pupils and Staff;
- For security purposes, including CCTV in accordance with the School's P30 CCTV Policy;
- To carry out or cooperate with any School or external complaints, disciplinary or investigation process;
- Where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for the School.

12. In addition, the School will on occasion need to **process special category personal data** (concerning health, ethnicity, allergies or religion) in accordance with rights or duties imposed on it by law, including as regards safeguarding, 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 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 SEN, health or safeguarding elements; or
- For legal and regulatory purposes (for example child protection, KCSIE, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care.

Types of Personal Data processed by the School

13. This will include by way of example:

- Names, addresses, telephone numbers, e-mail addresses and other contact details;
- Bank details for parents who pay fees to the School (these are retained only for the purposes of providing refunds of deposits) along with notes on whether parents usually pay by cash, BACS or cheque for School trips, fees etc.;
- Financial information for those parents who have made bursary applications;
- Past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about SEN), and assessed work and marks;
- Where appropriate, information about individual's 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;
- Personnel files for staff, supply-staff, contractors, governors and volunteers;
- Correspondence with and concerning staff, pupils and parents past and present; and
- Images of pupils (and occasionally other individuals) engaging in School activities, and images captured by the School's CCTV system (in accordance with P09 Taking, Using and Storing Images of Pupils and Staff)

How the School collects data

14. 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 an email or written assessments).
15. In some cases, personal data will be supplied by third parties (for example another School, or other professionals such as Speech Therapists or authorities working with that individual); or collected from publicly available resources.

Who has access to personal data and who the School shares it with

16. 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. For example:
 - The Independent Schools Inspectorate (<https://www.isi.net/>)
 - The Charity Commission (<https://www.gov.uk/government/organisations/charity-commission>)
 - The Information Commissioner's Office (<https://ico.org.uk/>)
17. The School may also share images of groups of children with parents via the use of the "Tapestry" system which is in use in the EYFS setting. For example, pictures of several pupils enjoying fun at the sand table or painting together may be uploaded to several different pupils' profiles. These profiles are downloaded onto USB sticks for parents to keep as part of our reporting to parents.
18. 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 apply in the context of:
- Medical records (but not allergy information which is more widely available in School including to lunchtime staff and catering team);
 - Pastoral or safeguarding records; and
 - SEN records

19. 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.
20. Staff, 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 LADO or the Police. For further information about this, please view the School's P04 Safeguarding Policy.
21. 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.

How long we keep personal data

22. 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 ordinary pupil personnel files is up to 7 years following the departure from the School. However, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements. Where detailed information about activities in School may form an important part of safeguarding for that individual, the pupils data will be retained until they are 25 years of age or older. For further details please refer to the School's P41 Data Retention Policy.
23. 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 **Mrs Kathryn Pillar, Bursar**, via email at bursar@rydeshill.com However, please bear in mind that the School will often have a lawful and necessary reasons to hold on to some personal data even following such a request.
24. A limited and reasonable amount of information will be kept for archiving purposes, for example; and even when 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").

Keeping in touch and supporting Rydes Hill Preparatory School

25. The School and FRHPS (where permission has been given) 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/or by post. Unless the relevant individual objects, the School and/or FRHPS will also:

- Contact parents and/or alumni, by post and/or email in order to promote and raise funds for the School, and where appropriate, other worthy causes;
- Collect information from publicly available sources about former pupils' occupation and activities, in order to maximise the School's fundraising potential or to publicise the School or inform the current parents and pupils
- Should you wish to limit or object to any such use, or would like further information about them, please contact **Mrs Kathryn Pillar, Bursar**, via email at bursar@rydeshill.com . You will 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).

Your rights

Rights of access etc.

26. Individuals have various rights under Data Protection Law to access and understand personal data about them held by the School, and in some cases ask for it to be erased or amended or have it transferred to others, or for the School to stop processing it – but subject to certain exemptions and limitations.
27. Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to **Mrs Kathryn Pill, Bursar** via email to bursar@rydeshill.com .
28. 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 30 calendar days in the case of requests for access to information (also known as DSAR or Data Subject Access Requests). Whilst the School will aim to respond to DSARs within the statutory time limits, more complex requests may take longer for us to respond, as will DSARs made just before, or during, School holiday closures. The School will advise the requestor of any anticipated delay along with reasons why we cannot respond within the 30 calendar day time limit should this be necessary. The School has a right to charge a reasonable fee for any unreasonable or excessive requests or for producing multiple copies of information.

29. 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).

Requests that cannot be fulfilled

30. You should be aware that the right of access is limited to your 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).
31. 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.
32. 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, or where it falls within a legitimate interest identified in this Privacy Notice (See paragraphs 11 and 12). All such requests will be considered on their own merits.

Pupil requests

33. Pupils can make subject access requests for their own personal data, provide that, in the reasonable opinion of the School, they have sufficient maturity to understand the request they are making (see Whose Rights? Section below, paragraph 42 - 46). A pupil of any age may ask a parent or other representative to make a DSAR on his/her behalf.
34. While a person with parental responsibility will generally be entitled to make a SAR 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.
35. Pupil’s aged approximately 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. Preparatory Department children (Years 3, 4, 5, and 6) may however be sufficiently mature to have a say in this decision,

depending on the child and the circumstances. Rydes Hill Preparatory School & Nursery will always consider the best interests of the child when deciding whether or not to release information to them.

Parental requests, etc

36. 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.
37. Parents will in general receive educational and pastoral updates about their children. Where parents are separated, the School will, in most cases, provide the information only to the party who has signed the Acceptance Form, but in any case may need to factor in all the circumstances including the express wishes of the child.
38. All information requests from, on behalf of, or concerning pupils – whether made under SAR or simply as an incidental request – will therefore be considered on a case by case basis.

Consent

39. 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).
40. Examples where we do rely on consent are with regard to passing on contact information to FRHPS. Becoming a member of FRHPS is completely voluntary and parents are asked for their consent for their information to be passed onto FRHPS when they join the School. As in Paragraph 37 above, this consent can be withdrawn at any time.
41. 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.
42. 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 of a purchase of goods, services or membership of an organisation such as an alumni or FRHPS has been requested).

Whose rights?

43. 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).
44. 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 the pupil’s 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.
45. 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.
46. 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.
47. Pupils are required to respect the personal data and privacy of others, and to comply with the School’s P01 Anti-Bullying Policy, P03 Use of ICT, Mobile Phone and Other Electronic Devices Policy, P04 Safeguarding Policy, P09 Taking, Storing and Using Images of Pupils and Staff Policy, P16 Behaviour, Rewards, Sanctions and the Use of Reasonable Force Policy, P50 E-Safety Policy and the School rules.

Data Accuracy and Security

48. 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 notify the Bursar of any significant changes to important information, such as contact details, held about them.
49. 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.

50. 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 Law and receive relevant training.

This Policy

51. 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.

52. Any comments or queries on this policy should be directed to **Mrs Kathryn Pillar, Bursar** via bursar@rydeshill.com

53. If an individual believes that Rydes Hill Preparatory School & Nursery has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the School Complaints Procedure, details of which can be found in P39 Complaints Procedure – Pupils and Parents, and should also notify **Mrs Alison Packman, Compliance Officer** via alison.packman@rydeshill.com. You can also make a referral to, or lodge a complaint with, the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.

54. This Privacy Notice has been written based on guidance provided by ISBA, Department for Education and Farrer & Co.

List of Appendices

There are no appendices to this Policy.