

## Privacy Notice for parents and students

### Introduction

This privacy notice provides information on how the School collects and uses (or processes) personal information (or data) about individuals including its current, past and prospective students and their parents, carers or guardians (referred to as “parents”).

This information is provided because individuals have the right to understand how their information is used. Parents and students are encouraged to read this notice and if required a copy of the privacy notice can be obtained by contacting the School.

The Bursar is the person responsible at our School for managing how we look after personal information. The Bursar can be contacted at [bursar@hallifordschool.co.uk](mailto:bursar@hallifordschool.co.uk)

### What is personal information?

Personal information is information that identifies you as an individual and relates to you.

This includes contact details, next of kin, medical details, behavioural records and financial information. We may also hold information such as religion or ethnic group. CCTV, photos and video recordings are also personal information.

### Purpose for which we process student and parent personal information

- Set out below are examples of the different ways in which we use personal information and where this personal information comes from. The School’s primary reason for using your personal information is to provide educational services to students.
- Obtain information from admissions forms and from previous schools. We may also get information from professionals such as doctors and from local authorities.
- Information about any family circumstances which might affect welfare or happiness.
- Information about any court orders or criminal petitions. This is so that we can safeguard the welfare and wellbeing of students at the School.
- Images captured by the School’s CCTV system may be used to make sure the site is safe for students.
- Use of photographic images and videos of students in school marketing (printed, online and offline) in accordance with the Child Protection Policy on taking, storing and using images of children. Sometimes we use photography and videos for teaching purposes, i.e. a drama lesson. We may continue to use these photographs and videos after the student has left the School.
- Publish our exam results, sports fixture results and other news on the School website.

- Information to keep you up to date with what is happening at the School. For example, by sending information by email and post about organised School events and activities taking place (including fundraising events) and the School newsletter.
- Details of addresses to maintain relationships with alumni through an annual publication “The Hallifordian” magazine, email communication, social media and organised School events. We may also pass your details onto the alumni secretary. [alumni@halliford.net](mailto:alumni@halliford.net)
- Information for historical research purposes or for statistical purposes.
- Monitor the use of the School’s IT systems in accordance with the School’s acceptable use policy.

## **Financial Information**

Financial information about parents is processed in relation to the payment of fees. In some cases we get information from third parties such as credit reference agencies or from previous school(s).

Information about bankruptcy petitions and statutory demands may be held.

In the case of bursary applications, we will carry out an assessment internally.

We may search the files of any licensed credit references agency in order to verify your identity. This also allows us to assess your application for the award of a bursary or for credit in contemplation of an agreement for the deferment of fees.

Failure to supply information may result in a refusal of an award or credit.

## **How the School collects personal information**

The School receives personal information from the individual directly. This may be via forms such as admissions forms, registration forms or in the day to day course of interaction or communication (such as email or written assessments) However, in some cases this may come from third parties (for example other schools or the local authority).

## **Sharing personal information with third parties**

In accordance with our legal obligations, we may share information with local authorities, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns.

On occasion, we may need to share information with the police, our insurance company, legal advisers, consultants, experts and other advisors to assist the School.

If students are not of British nationality we have to make sure that they have the right to study in the UK. We might have to provide information to UK Visas and Immigration to comply with our duties as a Tier 4 sponsor.

Information will be shared with School Fee Plan (SFP) if you chose to use their financial services for payment of School fees. Premium Credit provide the financial arrangements on behalf of SFP.

We may share information about unpaid School fees with other schools and we may share your contact details and fee payment history with Redwood Collection, our debt collection agency.

If you leave to attend another school we may need to provide that school with information.

We may need to share information such as dietary, medical and passport information with external trip and activity companies including trips abroad, transport and coach companies and external clubs and activities. This information may also be shared with the School Matron.

We also use the following services in our Sixth Form / careers advice to provide information on exam results and references.

<a href="https://www.morrisby.com/">https://www.morrisby.com/</a>	Optional opportunity for all Y10 to take the Morrisby profile
<a href="https://ucas.com">https://ucas.com</a>	Y13 University admissions

## **Our legal grounds for using your information**

This section contains information about the legal basis that we are relying on when handling your information.

### Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The School relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the School has a legitimate interest in:

- Providing educational services;
- Safeguarding and promoting the welfare of students;
- Promoting the objects and interests of the School. This includes fundraising. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid fees are due;
- Facilitating the efficient operation of the School; and
- Ensuring that all relevant legal obligations of the School are complied with.

In addition your personal information may be processed for the legitimate interests of others. For example another school will have a legitimate interest in knowing if you have not paid school fees that are due to us.

If you object to us using your information where we are relying on our legitimate interests as explained above please speak to the Bursar.

### Necessary for a contract

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

### Legal obligation

Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services, to the local authority or the police where legally obliged to do so.

### Vital interests

For example, to prevent someone from being seriously harmed or killed.

### Public interest

The School considers that it is acting in the public interest when providing education.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information and health information.

### Substantial public interest

The processing is necessary for reasons of substantial public interest.

### Vital interests

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

### Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

### Medical purposes

This includes medical treatment and the management of healthcare services.

We may ask for consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Consent may be withdrawn at any time in writing to [bursar@hallifordschool.co.uk](mailto:bursar@hallifordschool.co.uk)

## **Sending information to other countries**

We may send your information to other countries:

- Should we decide to store information on computer servers based overseas; or
- Where we communicate with you or your child when you are overseas (for example, during the summer holidays if you live in a different country).

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here:

[http://ec.europa.eu/justice/data-protection/internationaltransfers/adequacy/index\\_en.htm](http://ec.europa.eu/justice/data-protection/internationaltransfers/adequacy/index_en.htm)

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then it might not have the same level of protection for personal information as there is the UK.

## **How long we keep your information?**

We keep your information for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstance we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.

The table below shows for how long we keep different types of your information:

Type of Information	Time Information Retained
Student's educational records will move with the student to their next school.	N/A
Where the School is the last school that the student attends.	Until the student is 25 years old.
Admissions information.	6 years
Information relating to financial transactions.	7 years

For further information please refer to the School's Records Retention Policy (available on request from the Bursar).

## **Understanding your rights**

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.

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 the Headmaster or Bursar.

The School will endeavour to respond to any such written requests as soon as is reasonably practicable and within one month in the case of requests for access to information.

If the request for information is manifestly excessive or similar to previous requests, the School may ask you to reconsider; be specific on the information required (i.e. timescale or incident); or require a proportionate fee.

### **Requests that cannot be fulfilled**

You should be aware that certain data is exempt from the right of access such as information which identifies other individuals, legal advice given to or sought by the School, or documents prepared in connection with a legal action.

The School is also not required to disclose any student examination scripts, 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 have heard of the "right to be forgotten". However, the School will sometimes have very strong reasons to refuse specific requests to amend, delete or stop processing your 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.

Subject access requests made directly by a student will be considered on a case by case basis depending on their age and maturity.

### **Student Requests**

Students 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 student of any age may ask a parent or other representative to make a subject access request on his/her behalf.

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

Students 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. Younger students may however be sufficiently mature to have a say in this decision, depending on the child and the circumstances.

### **Parental requests, etc.**

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

students without their consent. The School may consider there are lawful grounds for sharing with or without reference to that student.

Parents will in general receive educational and pastoral updates about their children. 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.

All information requests from, on behalf of, or concerning students – 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. 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 the individuals 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. an employment or parent contract; a purchase of goods, services or membership of an organisation, such as an alumni or parents' association).

## **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 students – for example, under the parent contract, or via a form. Parents and students should be aware that this is not necessarily the same as the School relying on strict consent.

Where consent is required, it may in some cases be necessary or appropriate – given the nature of the processing in question, and the student's age and understanding – to seek the student'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.

In general, the School will assume that students' 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 student's activities, progress and behaviour, and in the interests of the student's welfare. That is unless, in the School's opinion, there is a good reason to do otherwise.

However, where a student 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 student or other students, or if required by law.

Staff and students are required to respect the personal data and privacy of others, and to comply with the School's IT Acceptable Use Policy and the School Rules.

## **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 notify the Headmaster or Bursar of any significant changes to important information. Responsibility for changes in information relating to a student rests with the parent.

An individual has the right to request that any out-of-date or inaccurate information about them is erased or corrected subject to certain exemptions and limitations under Data Protection Law.

The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals. All staff and Governors will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

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 Bursar using the following contact details. [bursar@hallifordschool.co.uk](mailto:bursar@hallifordschool.co.uk)

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should raise their concern with the Bursar initially.

The individual can also make a referral to 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. <https://ico.org.uk/for-the-public>

## Privacy Notice for alumni

This privacy notice should be read in conjunction with the introductory paragraphs at the beginning of this document.

Routine contact with alumni will be by post, email will only be used as a method of contact if the individual alums gives consent to be contacted in this way.

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

Should you give consent data will be processed for the purposes of maintaining an accurate record of those who were educated at Halliford School. The School will process only the minimum personal data to achieve this purpose.

The School will not share your data with any companies associated with the School.

It is not necessary for data to be shared with other countries.

The retention period for alumni data will be unlimited as long as the School believes it has a relationship to serve with the alum.

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

You can complain at any time about how the School has handled your data, the Information Commissioner is available as follows:

ICO helpline is 0303-123-1113 or [www.ico.org.uk](http://www.ico.org.uk)

We will obtain the data the School requires from you, should we need data from other sources we will contact you first.

Effective date of the policy	May 2018
Review date	On each anniversary of the effective date of the policy and immediately following any data protection related incident.
Circulation	Published on the School's website, in the Student Handbook, and provided in a joiners information pack.
Status	Drafted in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).