



# OUNDLE

School

## PRIVACY STATEMENT FOR PARENTS AND PUPILS

### Introduction

This statement is to help parents/guardians understand how and why we collect personal data about you and your child(ren). It also explains the decisions that you can make about your own information. If you have any questions about this notice, please contact the Director of Digital Strategy on [directordigital@oundleschool.org.uk](mailto:directordigital@oundleschool.org.uk). This privacy statement should be read in conjunction with our Data Protection Policy available on the website here: [www.oundleschool.org.uk](http://www.oundleschool.org.uk)

### What is personal data?

Personal data is information that identifies you or your child as an individual. This includes contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also considered as personal data and handled appropriately.

### How and why does the School Collect Personal Data?

We obtain information from you during the admissions process and from your child's previous school. We may also get information from professionals such as doctors and from local authorities. Information is also received by the School directly from you. For example, you might email us with information about your marital status or provide us with documents such as Court Orders.

We collect this information to safeguard and promote the welfare of your child, promote the objectives and interests of the School, facilitate the efficient operation of the School and to ensure that all relevant legal obligations of the School are complied with.

Here are some examples of this:

- We need to tell appropriate members of staff if your child is allergic to something.
- We may receive information about family circumstances that might affect your child's welfare and happiness.
- We may keep details of your address when your child leaves the School so that we can send your child further information about the School and find out how your child is progressing.
- If your child is from another country, we have to make sure that they have the right to study in the UK. We might have to provide their information to UK Visas and Immigration.

## Financial Information

We will process financial information about you in relation to the payment of fees. In some cases, we get information about you from third parties such as credit reference agencies or from your child's previous school(s). We may hold information about bankruptcy petitions and statutory demands. We may search the files of any licensed credit reference agency in order to verify your identity. This allows us to assess your application for the award of a bursary. The credit reference agency will keep a record of that search and details about your application. This record will be seen by other organisations that make searches about you. Failure to supply information may result in a refusal of an award.

## Sharing Personal Data with Third Parties

In accordance with our legal obligations, we may share information with local authorities, the Independent Schools Inspectorate/Ofsted and the Department for Education, for example, where we have any safeguarding concerns. On occasion we may need to share information with the police or our legal advisers.

We may share some information with our insurance company, for example, when there is a serious incident at the School.

If you have unpaid fees whilst your child is at the School, then we may share this information with other Schools or educational establishments to which you intend to send your child.

If your child leaves us to attend another School we may need to provide that School with information about you, for example, details of family circumstances for safeguarding reasons.

We use third party "cloud computing" services to store some information. This data is still protected and we have data processing contracts in place with the organisations that run these services.

## What do we do with your personal information?

The Bursar is responsible for managing how we look after personal data at the School, and deciding on how it is shared. In compliance with the legislation regarding your personal data we need to keep it safe, up to date, only use it for the purpose we collected it for, retain it for only the length of time needed for us to process it and most importantly treat the information we have collected fairly.

We may send your child's information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we may:

- Store your child's information on cloud computer storage based overseas
- Communicate with you about your child via email when you are overseas
- Contract with global travel firms for trips based overseas

The European Commission has produced a list of countries which have adequate protection rules. If the country, we are sending your information to, is not on the list and is not a country within the European Economic Area then the data might not have the same level of protection as there is in the UK. We will provide you with details about this, if you would like further information please contact the Bursar.

We only retain your information for as long as we need to. The retention period depends on the type of information. Typically, the legal recommendation for how long to keep pupil files is up to 7 years following departure from the School. However incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements. In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

## How long do 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 circumstances, 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 School's Records Retention Schedule is available on request.

## Our legal grounds for using your information

As a School we have to comply with various laws and this entitles us to use your information where necessary. For example we have to make sure that we take care of your child.

- Unless this would be unfair to you, we have a legitimate interest in using your information in order to:
  - educate your child and others;
  - look after your child's welfare and the welfare of others; and
  - promote and develop the School so that it continues to be successful.
- We also use your information in order to provide education to your child, which is in the public interest.
- If something goes wrong we may need to use your information in connection with legal disputes.
- We have a contract with you to educate and look after your child. We are allowed to use information about you where this is necessary under that agreement.
- We may ask for your 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, in which case please speak to the Privacy Officer.
- We are allowed to use your information in an emergency, for example if your child requires urgent medical attention.
- We may use information about you if we need this for historical, research or statistical purposes.

## What decisions can you make about your information?

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 removed, amended or for the School to stop processing it, 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 should put their request in writing to the Bursar.

The School will endeavour to respond to any written requests as soon as is reasonably practicable and within one month in the case of requests for access. The School is better able to respond quickly to smaller, targeted requests for information.

If you have any queries regarding the information contained here please contact the Director of Digital Strategy on [directordigital@oundleschool.org.uk](mailto:directordigital@oundleschool.org.uk) or 01832 277100.

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