



OUNDLE

School



Laxton
Junior School

OUNDLE

Privacy Notice for Parents and Pupils

The Corporation of Oundle School includes both Oundle School, a boarding and day School for pupils aged 11 – 18 and Laxton Junior School (LJS), a day School for pupils aged 4 - 11. This policy applies equally to both Schools and any reference to 'the School' relates to both Oundle and LJS.

1. Who we are

We are The Corporation of Oundle School a charity registered in England and Wales ("the School"). The Corporation of Oundle School includes both Oundle School and Laxton Junior School. Our Charity Registration number is 309921 and our registered office is Oundle School, Bursars Office, Church Street, Oundle, Peterborough, PE8 4EE.

The School is fully committed to compliance with the requirements of the Data Protection Act 2018 ("the Act") and the UK General Data Protection Regulation (UK GDPR). The School will therefore follow procedures that aim to ensure that all employees, contractors, agents, consultants, partners or other members of the School who have access to any personal data held by or on behalf of the School, are fully aware of and abide by their duties and responsibilities under the Act. For the purposes of the Act, the School is the "data controller" of personal data about pupils and their parents and/or guardians ("your personal data"). The School is registered with the Information Commissioner's Office ("ICO") under registration Z8558821.

2. What this Privacy Notice is For

This Privacy Notice is intended to provide information about how the School will collect, use and hold (or "process") personal data about individuals including: its current, past and prospective pupils; and their parents, carers or guardians. Collectively, we refer to these individuals in this Privacy Notice as "the School's community".

This makes the School a data controller of your personal information and this information is provided because data protection law gives individuals rights to understand how their data is processed. This Privacy Notice sets out how we will use that information and what your rights are in respect of the data we hold about you. Please note that the School has a separate Data Protection Policy and Privacy Notice applicable to its employees and other staff.

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 pupils
- The School's CCTV and/or biometrics policy
- The School's retention of records policy
- The School's safeguarding, pastoral and health and safety policies, including as to how concerns or incidents are recorded; and

- The School's IT Policies

Anyone who works for, or acts on behalf of, the School (including staff, volunteers, governors and service providers) will be subject to suitable training and/or policies commensurate with their role.

3. Responsibility for data protection

The School has appointed the Head of IT & Information Management to act as the Privacy and Compliance Officer who will deal with all your requests and 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. The Bursar is the registered data processor with the ICO. You can contact the School's privacy and compliance officer at dataprotection@oundleschool.org.uk

4. Why the School needs to process personal data

In order to carry out its ordinary duties to pupils and parents, the School needs to process a wide range of personal data about individuals (including current, past and prospective pupils 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 its staff, or 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, to confirm the identity of prospective pupils and their parents, and retain a record if appropriate for the purposes of future applications or openings.
- To carry out necessary credit, identity and source of funds checks, whether with previous schools or other third-party sources, including for the purposes of verifying that parents are not subject to (or within purview of) sanctions;
- To provide education services, including musical education, physical training or spiritual development, career services, and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs, including where such services are provided remotely (either temporarily or permanently);
- To report to and liaise with parents about their child's progress, welfare and development including by way of regular reports and parents' meetings;
- To organise and manage meetings, events and social engagements for pupils and parents;
- To maintain relationships with alumni and the School Community, including by direct marketing or fundraising activity;
- For the purposes of donor due diligence, and to confirm the identity of prospective donors and their background;
- 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 and current 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' health and welfare and provide appropriate pastoral care, including following the requirements and recommendations of the government's guidance on Keeping Children Safe in Education or ("KCSIE");
- 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 websites 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 biometrics and CCTV in accordance with the School's biometrics or CCTV policy;
- For regulatory record keeping / compliance purposes in respect of immigration requirements, as an employer and/or visa sponsor;
- 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 process special category personal data (concerning health, ethnicity, religion, biometrics 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 comply with public health requirements;
- To provide educational services in the context of any special educational needs of a pupil;
- To provide spiritual education in the context of any religious beliefs;
- In connection with employment of its staff, for example DBS checks, welfare, union membership or pension plans, and in a pastoral, complaint or disciplinary context;
- To run any of its systems that operate on biometric data, such as for security and other forms of pupil identification such as library services;
- As part of any school or external complaints, disciplinary or investigation process that involves such data, for example if there are SEND, health or safeguarding elements*; or
- For legal and regulatory purposes (for example child protection, diversity monitoring, health and safety and immigration / visa sponsorship compliance) and to comply with its legal obligations and duties of care.

5. Types of personal data processed by the School

The School processes a wide range of personal data of pupils, their parents or guardians as part of its operations. This will include by way of example:

- names, addresses, telephone numbers, email addresses and other contact details;
- biometric information, which will be collected and used by the School in accordance with the School's biometrics policy.

- bank details and other financial information, e.g. about parents (or others) who pay fees to the School, and any anti-money laundering information we are required to collect by law;
- past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- personnel files, including in connection with academics, employment or safeguarding;
- nationality and other immigration status information, including full copies of passport information where required;
- 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); and
- 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).

6. 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).

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

Processing by third parties. 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). However, some functions are outsourced including (but not limited to) cloud storage, iSAMS, Unit4, iTrent, Return2Play, GT Matrix, Evolve, My School Portal, mailing through SchoolPost, fitness applications such as SwimTag, MyZone, the Golf Simulator, and other academic websites that are in use across the curriculum. In accordance with Data Protection Law, this type of external data processing is always subject to contractual assurances that personal data will be kept securely and used only in accordance with the School's specific directions.

Occasionally, the School – including its Governing Body – will need to share personal information relating to its community of staff, pupils and parents with third parties, such as:

- appropriate contractors;
- professional advisers (e.g. lawyers, insurers, PR advisers and accountants);
- examination boards;
- Stage 3 complaints panels, which will include independent panel members;
- third parties and their advisers in the event of a possible or actual sale, merger or other restructuring of the School; and
- government authorities (e.g. HMRC, DfE, CAF/CASS, police, Home Office, a relevant public health / NHS body and/or local authority) and/or appropriate regulatory bodies e.g. the Teaching Regulation Agency, the Independent Schools Inspectorate, the Charity Commission.
- If you are an LJS parent who has completed the form to allow the sharing of your contact details with the Chair of the LJS Parent and Friends Association (PFA). The LJS PFA is a separate data controller and the School is not responsible for the PFA's processing of personal data.

8. Access to, and sharing of, sensitive data

Particularly strict rules of access apply in the context of “special category” data, most notably:

- Health and medical / special needs records; and
- pastoral or safeguarding files.

Medical/Health data. The School needs to process such information to comply with statutory duties and to keep pupils and others safe, but the School will ensure only authorised staff can access information on a need-to-know basis. This may include wider dissemination if needed for school trips or for catering purposes. Express consent will be sought where appropriate.

However, a certain amount of any 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.

The School shares medical data with Return2Play for the monitoring of concussion injuries. Return2Play are joint Data Controllers with the School for this processing and a Data Sharing agreement is in place to facilitate this.

Safeguarding data. Staff, pupils and parents are reminded that the School is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education or ‘KCSIE’) 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, low-level concerns records kept about adults (which may include references to pupils or family members), and in some cases referrals to relevant authorities such as the LADO, Children’s Services, CAMHS or the police.

KCSIE also requires that, whenever a child leaves the School to join another school or college, his or her child protection file is promptly provided to the new organisation, along with any other information which the School’s Designated Safeguarding Leads consider material to the ongoing care needs of any pupil. Where appropriate, the School will consult with parents as to how these needs are best served, but ultimately the decision as to what information is necessary to share with the new school or college will be made by the School. The School will retain a copy of the child protection file in accordance with its retention policy for material related to safeguarding matters.

For further information about this, please view the School’s Safeguarding Policy, available on the school websites.

9. 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 ordinary parent and 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.

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 dataprotection@oundleschool.org.uk. 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.

Records, including those containing pupil information, which are considered to be of historic value are kept for archiving purposes. Personal data concerning living individuals, which is not in the public domain, is unavailable to researchers, unless the subject of the information provides written permission.

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").

10. Keeping in touch and supporting the School

The School and any relevant other organisation, e.g. alumni / development 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's community, such as the Oundle Society
- 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;
- Collect information from publicly available sources about parents' and former pupils' occupation and activities, in order to maximise the School's fundraising potential.

Should you wish to limit or object to any such use, or would like further information about them, please contact the Oundle Society at the Stables 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).

11. Your rights

You have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us (in certain circumstances) to erase your personal data;
- to request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply. The School will endeavour to respond to any such requests as soon as is reasonably practicable and in any event within statutory time-limits (which is generally one month, but actually fulfilling more complex or multiple requests, e.g. those involving third party information, may take 1-2 months longer).

A data subject can assist the School in responding to a data subject access request by specifying:

- the format of personal information being requested (e.g. hard copy documents or electronic communications);
- what the personal information relates to (e.g. education, pastoral care etc.)
- the date or date range of when the personal information was created.

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 or employee. The School acknowledges that an individual may have the right to access a reference

relating to them received by the School. Such a reference will only be disclosed if such disclosure will not identify the source of the reference, where the referee has given their consent, or if disclosure is reasonable in all the circumstances.

The rights under the Data Protection Act and the UK GDPR are the individual's to whom the data relates. The School will, however, in most cases rely on parental consent (or the consent of a guardian) 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 in all the circumstances to rely on the parent's (or guardian's) consent. The School will grant the pupil direct access to their personal data if, in the School's reasonable belief, the pupil understands the nature of the request. As a general guide, a child aged 12 or older is expected to be mature enough to understand the request they are making. A child may however be mature enough at an earlier age, or may lack sufficient maturity until a later age and all requests will be considered on a case by case basis.

Where a pupil raises a concern 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.

12. Exemptions

The Data Protection Act and the UK GDPR contain a number of exemptions when personal data may be withheld, including:

- Personal data which might cause serious harm to the physical or mental health of the pupil or another individual;
- Cases where the disclosure would reveal a child is at risk of abuse;
- Personal data contained in adoption and parental order records;
- Personal data given to a court in proceedings under the Magistrates' Courts (Children and Young persons) Rules 1992;
- Copies of examination scripts; and
- Providing examination marks before they are officially announced.

The School will generally not be required to provide access to personal data held in an unstructured way.

13. 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 School of any significant changes to important information, such as contact details, held about them. For current parents, this is best done through My School Portal to which all parents have access. Prospective parents should notify the relevant Admissions Office, while former parents, pupils and friends of the School should notify The Oundle Society.

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 Law and receive relevant training.

14. This policy

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.

15. Queries and complaints

Any comments or queries on this policy should be directed to the Head of IT & Information Management at dataprotection@oundleschool.org.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 utilise the School Complaints procedure and should also notify the Bursar. 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.

16. References

This policy is based on documents published on the ISBA website November 2023.

Updated November 2023

Reviewer – Oundle	LW
Reviewer – LJS	LW
Post of Reviewer (s)	Head of IT & Information Management
Review Date	Michaelmas 2023
Reviewed and filed with both Schools	04/12/2023
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