Privacy Notice

This Privacy Notice should be read in conjunction with the following policies:

Taking, Storing and Using Images of Children Policy <u>CCTV Poli</u>cy <u>Subject Access Request Policy</u> <u>Safeguarding Policy</u> <u>Acceptable Use Poli</u>cy <u>Behaviour Policy</u> <u>Staff Code of Condu¢if staff member)</u> Staff E514E514E9(i)-1(cy)]TTw 9.96(a)-8.9(f)]TJ 0 EMC ET /Spa <</MClff

- x past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- x personnel files, including in connection with academics, employment or safeguarding;
- x nationality and other immigration status information.geright to work/study) including copies of passport informationj EMC /LBo64t

Agency the Independent School

A limited and reasonable amount of information will keept 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 this fact in order to fulfil your wishes (called a "suppression record").

9 Keeping in touch and supporting School

The Schooland/or any relevant other organisation, e.g. alumni/development will use the contact details of parents, alumni and other members of the School munity 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 balso:

- x Share parent contact details and pupil form information with other parents visedoure online portal.
- x Share personal data about parents and/or alumni, as appropriate, with organisations set up to help establish and maintain relationships with the Schood hmunity, such as the Parent Association, Alumni

The Schoolis also not required to disclesany pupil examination scripter(other information consisting solely

11 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 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 bolrelying on strict consent (See section on Consent above).

Where consent is required, it may in some cases be necessary or appro**givate** the nature of the processing in question, and the pupil's age and understanding, to **shek** pupil's consenteither alongside or in place of parental 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 Schoolwill 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 so, in the Schoologinion, there is a good reason to do otherwise.

However, where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data bejindisclosed to their parents, the Schoroday be under an obligation to maintain confidentiality unless, in the Schorodopinion, there is a good reason to do otherwise; for example where the Schorodopelieves disclosure will be in the best interests of the pipor other pupils, or if required by law.

Pupils are required to respect the personal data and privacy of others, and to comply with the <u>Staticeptable</u> <u>Use Policy</u> and the School <u>Behaviour Policy</u>Staff are under professional duties to do the same covered under the above policies anthe <u>Staff Code of Condu</u>ct

12 Data accuracy and security

The Schoolwill 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 rivacy and Compliance Manager rany significant changes to important information, such as to details, held about them.

An individual has the right to request that any 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 and need to process your data, and you may contact if you disagree.

TheSchoolwill take appropriate technical and organisational steps to ensure the secu1148 .9(n,)1y-7.1(f) tifptuiscocalda