



DATA PROTECTION PRIVACY NOTICE TO PARENTS AND CARERS

Title	DATA PROTECTION PRIVACY NOTICE TO PARENTS AND CARERS
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1. General Statement of the School’s Duties

The school is required to collect, store and process relevant personal data regarding pupils and their parents and carers (referred to as “data subjects”) as part of its operations. The school is a “data controller” for the purposes of data protection law.

Individuals have a right to be informed about how the school uses (“processes”) any personal data it holds about them. This “privacy notice” explains how we collect, store and use personal data about pupils and their parents or carers.

Processing includes obtaining, recording, holding, disclosing, destroying or otherwise using data. It also includes any operation or set of operations on the data including organising, amending, retrieving and using the data. In this Statement any reference to pupils include current, past or prospective pupils.

2. Data Protection Officer

The school has appointed Matthias Krauss as its Data Protection Officer. He will endeavour to ensure that all personal data is processed in compliance with this Statement and the principles of the General Data Protection Regulation.



3. The Data Protection Principles

The school will, as far as is reasonably practicable, comply with the Data Protection Principles (“the Principles”) contained in the General Data Protection Regulation to ensure all data is:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

4. Personal Data the School Holds

“Personal data” is information, which relates to a living individual who can be identified from that data, or from that data and other information, which is likely to come into the possession of the data controller.

The School processes a wide range of personal data of pupils, their parents or carers as part of its operation.

This personal information include (but is not limited to)

- names and addresses, email and telephone contact details
- emergency contact details and next of kin
- dates of birth
- bank details
- academic, disciplinary, admissions and attendance records
- references
- examination scripts and marks



- staff development reviews
- the student file
- Accident/incident reports
- Exclusion information
- Safeguarding information
- Details of any support received, and support providers
- Photographs, videos and other media
- CCTV images captured in school
- Responses to surveys and questionnaires conducted by the school

The School gathers most of this personal data directly from the pupils and/or their parents or carers (such as parent or pupil completing a form or corresponding with the School by mail, phone, email or otherwise). From time to time, the School receives personal data about pupils from other organisations, including but not limited to other schools, examination boards, medical professionals, local authorities and the Department for Education.

5. Why the School Uses the Data

In carrying out the School's business, it may collect and process personal data regarding pupils and their parents/carers for the following purposes:

- to enable it to provide education and training from Kindergarten through Primary School to Secondary School (including the monitoring of the effectiveness of its services)
- pastoral, welfare and educational support services
- to administer school property and library services
- to administer its bus and cafeteria services
- to maintain its accounts and records
- to monitor pupil progress and report on this
- to assess the quality of the school's services
- to carry out research
- to comply with the law regarding data sharing
- for the purposes of conducting surveys of pupils and parents or carers on topics related to the functioning of and services performed by the School
- for administration in connection with the organisation of alumni associations and events
- for marketing and fundraising purposes
- to support and manage its staff
- to process CCTV images to maintain the security of the premises and for preventing and investigating crime.

This list is not exhaustive and may be amended from time to time.

6. Processing of Personal Data

The School will only process personal data for the specific purposes as set out above or for any other purposes specifically permitted by the General Data Protection Regulation. The School will notify pupils and parents or carers when it first collects the data or as soon as possible thereafter. Consent



may be required for the processing of personal data unless the processing is necessary for the School to undertake its obligations to pupils and their parents or carers. Any information which falls under the definition of personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this Statement (i.e. if required by law).

7. Sensitive Personal Data

The School may, from time to time, be required to process sensitive personal data regarding a pupil, their parents or carers. Sensitive personal data includes information about an individual's:

- race or ethnic origin
- health (including details of any medical conditions, including physical and mental health)
- Fingerprint data used for ID purposes
- religion
- sexuality
- political opinions
- criminal convictions or offences

The school processes sensitive personal data where this is necessary:

- for the purposes of its provision of education and training (including the monitoring of the effectiveness of its services)
- for pastoral, welfare and educational support services
- to provide teachers and other staff with health information about pupils
- to administer school property and library services
- to administer its bus and cafeteria services
- to maintain its accounts and records
- to monitor pupil progress and report on this
- to assess the quality of the school's services
- to carry out research
- to comply with the law regarding data sharing
- to consider eligibility for bursaries or special educational needs
- to support and manage its staff.

By Regulation will take careful measures to safeguard the right to data protection. This includes the secure storage of such data on its site, and the encryption of any electronic documents shared externally.

8. The School's legal basis for using this data

The school collects and uses pupils' personal data when the law allows it to.

- The school needs to comply with a legal obligation.
- It needs to perform an official task in the public interest.
- Processing is necessary for the performance of a contract.



- The processing is necessary for the purposes of the legitimate interests pursued by the school, and such interests are not overridden by the interests or fundamental rights of the data subject which require protection of personal data, in particular where the data subject is a child.
- It has obtained the consent in a certain way.
- It needs to protect the individual's vital interests (or someone else's interests).

The legal basis we would usually rely on in order to process sensitive personal data is explicit consent. We may also process such information on the basis that it is necessary for reasons of substantial public interest or to protect the vital interest of a pupil or another person.

Where the school has obtained the consent to use pupils' personal data, this consent can be withdrawn at any time. It will make this clear when it asks for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds, which justify the use of this data.

9. How the school store this data

The school keeps personal information about pupils while they are attending the school. It may also keep it beyond their attendance at the school if this is necessary in order to comply with its legal obligations, or to further the legitimate interests of the school.

On request, the school can provide a copy of its record retention management schedule, revised as part of its impact assessment.

10. Notifying data subjects

Where the School collects personal data directly from data subjects, it will notify them about:

- a. The purpose or purposes for which it intends to process the personal data;
- b. The type of third parties, if any, with which it will share or to which it will disclose that personal data;
- c. Whether, and if so how, you can limit the School's use and disclosure of their personal data, for example by withdrawing consent, if consent is the basis of processing.

If the School receives personal data about a data subject from other sources, it will provide the data subject with this information as soon as possible thereafter.

The School will also inform data subjects whose personal data it processes that it is the data controller with regard to that data and that any concerns/queries should be raised with the Data Protection Officer.

11. Sharing data

The school may share data with the following organisations.

- The local authority;



- The Department of Education;
- Educators and examining bodies;
- Our regulator;
- Suppliers and service providers such as bus service providers and photographers;
- Financial organisations;
- Central and local government;
- Our auditors;
- Professional advisors and consultants assisting the school in improving its services;
- Survey and research organisations;
- Health authorities;
- Health and social welfare organisations;
- Employment and recruitment organisations;
- Professional bodies;
- Police forces, courts, tribunals;
- Admissions, application forms, assessments and records of achievements may be shared with “Achieving for Children”
- Youth support services: Once pupils reach age 13, the school is legally required to pass on certain information about them to the London Borough of Richmond, as it has legal responsibilities regarding the education or training of 13-19 year olds. This information enables it to provide youth support services, post-16 education and training services and careers advisers. Parents/carers or pupils, once aged 16 or over, can contact our data protection officer to request that he only pass the individual’s name, address and date of birth to the London Borough of Richmond.
- Examination results, internal and external are shared with the German Government via the Ständigen Konferenz der Kultusminister der Länder in der Bundesrepublik Deutschland (“KMK”);

In addition, the school shares data and photographs of its public events and of school life in circumstances where such data and/or photographs are placed on the school’s website and its social media platforms or in the school’s brochure. The school’s policy is not to include personal data of pupils and parents in such external publications without their consent, nor to publish photographs of lessons or internal school activities without consent. The annual yearbook, made available to purchase internally to the school community, contains class photographs, and their inclusion is considered in the school’s legitimate interests. As regards to photographs of public school events, it may not, however, be practicable or proportionate to ensure that each and every person there depicted has consented to the photograph being published. The school will, however, take reasonable efforts to ensure that such publications do not unduly infringe the privacy of any individuals attending its public events.

From time to time, the school may receive requests from third parties to disclose personal data it holds about pupils, their parents or carers. The School confirms that it will not generally disclose information unless the individual has given their consent or one of the specific exemptions under the General Data Protection Regulation applies. However, the School does intend to disclose such data as is necessary to third parties for the following purposes:



- To give a confidential reference relating to a pupil to any educational institution, which it is proposed that the pupil may attend.
- To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend.
- To publish the results of public examinations or other achievements of pupils of the School.
- To disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips.

Where the School receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure. Whenever possible, parents/carers or pupils will further be notified prior to disclosing any information about pupils to third parties.

12. Transferring Data Internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

13. Rights of Access

Individuals have a right of access to information held by the School. Any individual wishing to access personal data, which the School holds on them, should put their request in writing to the DPO. Parents/carers may make a request on their children's behalf if they are too young.

In responding to any data subject access requests, certain information is exempt from the right of access. This may include information, which identifies other individuals, information, which the School reasonably believes is likely to cause damage or distress, or information, which is subject to legal professional privilege. The School is also not required to disclose any pupil examination scripts.

Further any reference given by the School for the purpose of education, training or employment, or prospective education, training or employment of any pupil is confidential and therefore the School may withhold disclosure in response to any data subject access request. The School acknowledges that an individual may have the right of access to a reference relating to them received by the School. However, such a reference will only be disclosed if such disclosure will not identify the source of the reference or where, notwithstanding this, the referee has given their consent or if disclosure is reasonable in all the circumstances.

Parents/carers also have a legal right to access their child's educational record, provided this is in line with regulation from the KMK.

14. Other Rights

The rights under the data protection law are the individual's to whom the data relates. This includes the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress;
- Prevent it being used to send direct marketing



- Object to decisions being taken by automated means that have a legal or similarly significant effect on the individual
- In certain circumstances, have inaccurate data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damage caused by a breach of the data protection regulations

15. Parents/carers and pupils' rights regarding personal data:

The School will in most cases rely on parental consent to process data relating to pupils unless, given the nature of the processing in question, and the pupil's age and understanding (usually over the age of 13), it is unreasonable in all the circumstances to rely on a parent's or carer's consent. Parents or carers should be aware that in such situations they may not be consulted. The School will in no case survey pupils below the age of 13 without a parent's or carer's specific prior consent.

The School will only grant the pupil direct access to their personal data if in the School's reasonable belief the pupil understands the nature of the request.

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 or carers, 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.

16. Accuracy

The School will endeavour to ensure that all personal data held in relation to an individual is accurate. The School will check the accuracy of any personal data at the point of collection and at regular intervals afterwards. The School will take all reasonable steps to destroy or amend inaccurate or out of date data. Individuals must notify the school of any changes to information held about them. An individual has the right to request that inaccurate information about them is erased or corrected.

17. Security

The School will take reasonable steps to ensure that members of staff will only have access to personal data relating to pupils, their parents or carers where it is necessary for them to do so. All staff will be made aware of this Statement and their duties under data protection law. The School will ensure that all personal information is held securely and is not accessible to unauthorised persons.

18. Enforcement

The school takes any complaints about the collection and use of personal information very seriously.

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with data protection law, they are asked first to contact the Data Protection Officer.

Alternatively, the individual can make a complaint to the Information Commissioner's Office.

- Report a concern online at <https://ico.org.uk/concerns>



- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

19. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Matthias Krauss, Commercial Director, German School Association Ltd. Douglas House, Petersham Road, Richmond TW10 7AH, UK. Matthias.krauss@dslondon.org.uk +44 (0) 208 940 2510.