

## **Pupil and Parent Privacy Notice**

This notice is intended to provide information about how the School will use or “process” personal data about individuals including current, past and prospective pupils and their parents, carers or guardians, and host families (referred to in this notice as “parents”).

### **1. Introduction**

This notice is to help you understand how and why we collect personal information and what we do with that information. It also explains the decisions that you can make about your own information.

### **2. The purposes for which we process pupil and parent personal data**

Notre Dame School collect, create and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We also collect and hold personal information about our pupils, parents and carers. We use this personal data to:

- Provide education services (including SEN), career services and extra-curricular activities to pupils and to monitor pupils’ progress and educational needs;
- To safeguard pupils’ welfare and provide appropriate pastoral (and where necessary, medical) care.
- To enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils at the school.
- To maintain relationships with alumni and the school community.
- To receive information about current and prospective pupils from any educational institution that they attended, including academic records, references and information relating to outstanding fees or payment history.
- For the purposes of pupil selection and to confirm the identity of prospective pupils and their parents.
- To make use of photographic images of pupils in school publications and on the school.
- To raise invoices and process payments in accordance with the School’s terms and conditions.
- For security purposes, and for regulatory and legal purposes (for example child protection and health and safety) and to comply with its legal obligations.
- To receive reports from any external bodies who may be working with your child.
- Where otherwise reasonably necessary for the school’s purposes, including to obtain appropriate professional advice and insurance for the School.
- To comply with our obligation to ensure that every pupil has permission to be in the UK.
- To keep you updated about the activities of the school including by sending updates and newsletters by email and post.
- To organise trips and visits both in the UK and abroad.
- The school will use this information to decide what level of bursary, if any, will be awarded.
- To determine the outcome of bursary applications.

### 3. The categories of personal data that we process

The types of personal data processed by the school will include:

1. Names, addresses, telephone numbers, email addresses and other contact details.
2. Academic records and assessment results, including examination scripts and marks.
3. Attendance information, behavioural records, any exclusion information.
4. Child protection records (where applicable).
5. References given or received by the school about pupils and information provided by previous educational establishments and/or other professionals or organisations working with pupils
6. Where pupils go after they leave the school.
7. Fee payers' bank details.
8. Passport and visa details (where applicable) or other evidence of the pupil's right to live in the UK.
9. In the case of bursary applications, we will receive an assessment from Bursary Applications Limited regarding your lifestyle and financial circumstances.
10. Information needed for school trips.
11. Allergy information needed for catering.
12. Images captured by the School's CCTV system.
13. Photographs and videos for teaching purposes, for example, to record trips and drama lessons.
14. Photographs or videos of you for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School.
15. Personal characteristics such as your ethnic group, any special educational needs you may have and any relevant medical information.

### 4. The lawful basis for the processing of pupil and parent data

The lawful basis for processing the personal data listed in points 1-13 above are:

- **Contractual** - to enable us to fulfil the terms of our contract with you.
- **Legal Obligation** - to comply with our legal obligations eg census data to the Department for Education
- **Consent** – Consent will be obtained for the use of photographs or videos in publicity (point 14 above). 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.
- **Vital interests** - In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

As a school, we need to process special category personal data (eg concerning health, ethnicity, religion or biometric data - point 15 above) and criminal records information about some individuals. We do so in accordance with applicable law or by explicit consent.

### 5. Data Retention Periods

We keep your information for as long as we need to in order to educate and look after you. We will keep some information after you have 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. Notre Dame School may also keep information about you and your School record for you to consult in the future.

## **6. Data Security**

Personal data held by us is processed by appropriate members of staff for the purposes for which the data was provided. We 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. For further information regarding how we keep personal data secure please refer to our Data Security Policy

## **7. Data Processors**

Some of our systems are provided by third parties, eg Firefly, school website or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with our specific directions.

A full list of third parties which the school works with can be requested from the school.

## **8. Sharing Data with Third Parties (other data controllers)**

Pupil information needs to be shared with those listed below in order to carry out its ordinary duties to pupils, parents. Sharing of pupil information will be made in accordance with the school's legitimate interests for example, allergies to the catering services, entry to examinations, providing extra curricular tutoring.

We may share data with the following recipients:

### **Class Representatives**

We would like to share parent personal data (name and email address) with the parent rep for each class. We will only do so if you have signed the appropriate consent form. Consent may be withdrawn at any time by writing to [dataprotection@notredame.co.uk](mailto:dataprotection@notredame.co.uk)

### **References**

We will provide references and information regarding outstanding fees and payment history to any other educational institution that the pupil proposes to attend. We will provide references to potential employers of past pupils.

### **School Inspections**

On request we will share academic records with inspectors from the Independent Schools Inspectorate (ISI) and Ofsted.

### **School Solicitors**

When fees are unpaid we may share your contact details and fee payment history with Veale Wasbrough Vizards, our solicitors. We will write to you to inform you that we may do this prior to taking such action.

### **Public Examination Boards**

We will provide the necessary data for entries for public exams eg GCSE and A Level.

### **School Caterers**

We will provide the necessary data, including allergy and food intolerance, to the school caterers.

### **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE).

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We will not give information about our pupils to any other third parties without your consent unless the law and our policies allow us to do so.

## **9. Rights of the Data Subject**

Data protection legislation gives individuals certain rights which are detailed below. If you wish to exercise these rights please contact [dataprotection@notredame.co.uk](mailto:dataprotection@notredame.co.uk).

### **Right of access to personal data “subject access request”**

You have the right to access the personal data that the school holds about you. Requests need to be made in writing. If your child is over the age of 12 they will also need to sign the request. We take the security of personal data seriously so we may ask you for proof of identity to verify that you are entitled to the information requested.

### **Right to withdraw consent**

Where we have obtained your consent to specific processing activities you may withdraw this consent at any time.

### **Right to rectification**

You have the right to have the personal data that we hold about you rectified if it is inaccurate or incomplete. We will respond to such requests within one month.

### **Portability**

You can request the transfer of your information to you or to a third party in a format that can be read by

computer in certain circumstances.

**Right to erasure**

You have the right to have personal data erased in certain specific circumstances. If you make such a request we will consider whether the right to erasure applies and give you a full and reasoned response.

**Right to restrict processing**

In certain circumstances you have the right to request that we restrict the processing of your personal data. If you make such a request we will consider whether the right to restrict processing applies and give you a full and reasoned response.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>