

## DATA PROTECTION POLICY

---

Newcastle-under-Lyme School is registered with the Information Commissioner's Office, under the Data Protection Act.

### CONTENTS

1. PRIVACY NOTICE
2. DATA PROTECTION POLICY
3. CLOSED CIRCUIT TELEVISION (CCTV)
4. USE OF BIOMETRIC DATA BY THE SCHOOL
5. MEDICAL INFORMATION FOR EDUCATIONAL VISITS
6. TAKING, STORING AND USING IMAGES OF CHILDREN
7. RECORD RETENTION

### 1. PRIVACY NOTICE

Newcastle-under-Lyme School is an independent day school in the town of Newcastle-under-Lyme in Staffordshire, England. The School consists of a Nursery, a Junior School, a Senior School and a Sixth Form.

The School is the Data Controller under UK Data Protection Law.

#### WHAT IS THIS POLICY FOR?

This policy is intended to provide information about how the School will use personal data about individuals including our staff, our current, past and prospective pupils, and their parents, carers or guardians (which we refer to in this policy as 'parents').

This information is provided in accordance with the rights of individuals under Data Protection Law to understand how their data is used. Staff, parents and pupils are all encouraged to read this Privacy Notice and understand the School's obligations to its entire community.

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 and online or paper form.

This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies including:

- Our Data Protection policy
- Our Safeguarding policies
- Our Health and Safety policies (including as to how concerns or incidents are recorded, and
- Our IT policies

Anyone who works for us, or acts on our behalf (including staff, volunteers, governors and service providers) should also be aware of and comply with this Privacy Notice, which also provides further information about how personal data about those individuals will be used.

## RESPONSIBILITY FOR DATA PROTECTION

We have appointed the Bursar to deal with all your requests and enquiries concerning our uses of your personal data (see section on Your Rights below) and endeavor to ensure that all personal data is processed in compliance with this policy and Data Protection Law.

## WHY THE SCHOOL NEEDS TO PROCESS YOUR PERSONAL DATA

In order to carry out our ordinary duties to staff, pupils and parents, we may process a wide range of personal data about individuals (including current, past and prospective staff, pupils or parents) as part of our daily operation.

Some of this activity the School will need to carry out in order to fulfil our legal rights, duties or obligations – including those under a contract with our staff, or parents of pupils.

Other uses of personal data will be made in accordance with our 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.

We expect that the following uses may fall within that category of our **legitimate interests**

- For the purposes of pupil selection and to confirm the identity of prospective pupils and their parents
- To provide education services, including musical education, physical training or spiritual development, careers services, and extra-curricular activities to pupils
- Monitoring pupil's progress and educational needs
- Maintaining relationships with alumni and the School community, including 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 diversity or gender pay gap analysis and taxation records)
- To enable relevant authorities to monitor our performance and to intervene or assist with incidents as appropriate
- To give and receive information and references about past, current and prospective 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 in the School
- To safeguard pupils' welfare and provide appropriate pastoral care
- To monitor (as appropriate) use of the School's IT and communications systems in accordance with the Schools E safety, Mobile Device and ICT Acceptable Use Policy

- To make use of photographic images of pupils in School publications, on the School website, and where appropriate on the School's social media channels in accordance with our Data Protection Policy
- For security purposes including CCTV in accordance with our CCTV policy and
- Where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for the School.

In addition, we may need to process **special category personal data** (concerning health, ethnicity, religion, biometrics or sexual life) or criminal records information (such as carry 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 may include:

- To safeguard pupil's 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 where it is in the individual's interests to do so, for example for medical advice, social services, insurance purposes or to organisers of School trips.
- To provide educational services in the context of any special education needs of a pupil
- To provide spiritual education in the context of any religious beliefs
- In connection with employment of our staff, for example DBS checks, welfare or pension plans
- To run any of our systems that operate on biometric data, such as cashless catering
- For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care.

#### TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL

This will include by way of example:

- names, addresses, telephone numbers, email addresses and other contact details
- car details (for those using our car parking facilities)
- biometric information, which will be collected and used by the School in accordance with our Data Protection Policy
- bank details and other financial information e.g. about parents who pay fees to the School
- past present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks
- where appropriate, information about individuals' health, and contact details for their next of kin
- 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

- images of pupils (and occasionally other individuals) engaging in School activities, and images captured by the School's CCTV system (in accordance with our Data Protection Policy)

## HOW THE SCHOOL COLLECTS DATA

Generally we receive 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 may be supplied by third parties (for example another school, or other professionals or authorities working with that individual), or collected from publicly available resources.

## WHO HAS ACCESS TO PERSONAL DATA AND WHO THE SCHOOL SHARES IT WITH

Occasionally we will need to share personal information relating to our community with third parties, such as professional advisers (lawyers and accountants) or relevant authorities (HMRC, police or the local authority)

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). Particularly strict rules of access apply in the context of:

- Medical records
- Pastoral or safeguarding files

However, a certain amount of any SEN pupil's 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.

Staff, pupils and parents are reminded that the School is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) 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 may include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the LADO or police. For further information about this please view the School's Safeguarding policy

Finally in accordance with Data Protection Law, some of our processing activity is carried out on our behalf by third parties, such as IT systems, bursary administration, web development 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.

## HOW LONG WILL BE KEEP PERSONAL DATA

We 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 staff and pupil personnel 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 this policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Bursar [bursar@nuls.org.uk](mailto:bursar@nuls.org.uk). However, please bear in mind that the School may have lawful and necessary reasons to hold on to some data.

## KEEPING IN TOUCH AND SUPPORTING THE SCHOOL

We will use the contact details of parents, alumni and other members of the School community to keep them update 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 may also:

- Share personal data about parents and or alumni, as appropriate, with organisations set up to help establish and maintain relationships with the School community, such as the Parent Teacher Associations in the Senior and Junior schools and the Castilians alumni association.
- Contact parents and/or alumni (including via the organisations above) by post and email in order to promote and raise funds for the School.
- Should you wish to limit or object to any such use, or would like further information about the, please contact the Bursar in writing. You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the School may need nonetheless to retain some of your details (not least to ensure that no more communications are sent to that particular address, email or telephone number

## YOUR RIGHTS

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 be erased or amended or for the School to stop processing it, but 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, or who has some other objection to how their personal data is used, should put their request in writing to the Bursar.

We will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for access to information. We will be better able to respond quickly to smaller, targeted requests for information. If the request is manifestly excessive or similar to previous requests we may ask you to reconsider or charge a proportionate fee, but only where Data Protection Law allows it.

You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal professional privilege. The School is also not required to disclose any pupil examination scripts (though examiners' comments may fall to be disclosed), nor any

confidential reference given by the School for the purposes of the education, training or employment of any individual.

## PUPIL REQUESTS

Pupils can make subject access requests for their own personal data, provided that, in the reasonable opinion of the School, they have sufficient maturity to understand the request they are making (see section Whose Rights below). Indeed, while a person with parental responsibility will generally be entitled to make a subject access request on behalf of younger pupils, the information in question is always considered to be the child's at law.

A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf. Moreover (if of sufficient age) their consent or authority may need to be sought by the parent making such a request. Pupils aged 13 and above are generally assumed to have this level of maturity, although this will depend on both the child and the personal data requested, including any relevant circumstances at home. Slightly younger children may however be sufficiently mature to have a say in this decision.

All information requests from, or on behalf of, pupils – whether made under subject access or simply as an incidental request – will therefore be considered on a case by case basis.

## CONSENT

Where the School is relying on consent as a means to process personal data, any person may withdraw this consent at any time (subject to similar age considerations as above). Please be aware, however, that this School may have another lawful reason to process the personal data in question without your consent.

That reason will usually have been asserted under this Privacy Notice, or may otherwise exist under some form of contract or agreement with the individual (e.g. an employment or parent contract, or because a purchase of goods, services or membership of an organisation such as an alumni or parents' association has been requested).

## 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 consent to process personal data relating to pupils (if consent is required) unless, given the nature of the processing in question, and the pupil's age and understanding, it is more appropriate to rely on the pupil's 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 School will 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, unless, in the School's opinion, 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 being disclosed to their parents the School may be under an obligation to maintain confidentiality unless in the School's opinion, there is a good reason to do otherwise; for example where the School believes disclosure will be in the best interests of the pupil or other pupils, or is required by law.

Pupils are required to respect the personal data and privacy of others, and to comply with the Schools IT policies and School rules

#### DATA ACCURACY AND SECURITY

We 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 please notify the Bursar of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out-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 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.

#### THIS POLICY

We 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.

#### QUERIES AND COMPLAINTS

Any comments or queries about this policy should be directed to the Bursar using the email [bursar@nuls.org.uk](mailto:bursar@nuls.org.uk) or by writing to Newcastle-under-Lyme School, Mount Pleasant, Newcastle-under-Lyme, Staffordshire, ST5 1DB.

If an individual believes that the School has not complied with this policy or acted otherwise in accordance with Data Protection Law, they should utilise the School Complaints Policy and should also notify the Bursar. They can also make a referral 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.

## 2. DATA PROTECTION POLICY

Everyone has rights with regard to the way in which their personal data is handled. During the course of the Schools activities it collects, stores and processes personal data about staff, pupils, their parents, suppliers and other third parties, and it is recognized that the correct and lawful treatment of this data will maintain confidence in the organization and will provide for successful business operations.

Those who are involved in the processing of personal data are obliged to comply with this policy when doing so. Any breach of this policy may result in disciplinary action.

This policy sets out the basis on which the School will process any personal data we collect from data subjects, or that is provided to us by data subjects or other sources. It does not form part of any employee's contract of employment and may be amended at any time.

## GENERAL STATEMENT OF THE SCHOOL'S DUTIES

The School is required to process relevant personal data regarding workers are part of its operation and shall take all reasonable steps to do so in accordance with this policy.

The School has appointed the Bursar, who will endeavor to ensure that all personal data is processed in compliance with this Policy and the Principles of the UK Data Protection Law. Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to the Bursar.

## THE PRINCIPLES

Anyone processing personal data must comply with the eight enforceable principles of good practice. Personal data should be:

- processed fairly and lawfully
- processed for a lawful purpose
- adequate, relevant and not excessive
- accurate and up to date
- not kept for longer than necessary
- processed in accordance with the data subject's rights
- secure
- not transferred to other countries without adequate protection

## PERSONAL DATA

The School's policy is to process personal data in accordance with UK Data Protection law. All staff have a personal responsibility for the practical application of this policy.

Staff should generally not process data unless:

- the individual whose details are being processed has consented to this;
- the processing is necessary to perform the Schools legal obligations or exercise legal rights, or
- the processing is otherwise in the School's legitimate interests and does not unduly prejudice the individual's privacy.

When gathering personal data or establishing new data protection activities, staff should ensure that individuals whose data is being processed receive appropriate data protection notices to inform them how the data will be used. There can be limited exceptions to this, and in the case of uncertainty staff should consult with the Bursar.



## SENSITIVE PERSONAL DATA

The School may, from time to time, be required to process sensitive personal data regarding a worker. Where sensitive personal data is processed by the School, the explicit consent of the worker will generally be required in writing.

The consent should be informed, which means it needs to identify the relevant data, why it is being processed and to whom it will be disclosed. Staff should contact the Bursar for more information on obtaining consent to process sensitive personal data.

## PROCESSING OF CREDIT CARD DATA

The School complies with the requirements of the PCI Data Security Standard (PCI DSS). Staff who are required to process credit card data must ensure that they are aware of and comply with the most up to date PCI DSS requirements. If staff are unsure in this regard they can seek further advice from the Bursar.

## ACCURACY, ADEQUACY, RELEVANCE AND PROPORTIONALITY

Staff should make sure data processed by them is accurate, adequate, relevant and proportionate for the purpose for which it was obtained. Personal data obtained for one purpose should generally not be used for unconnected purposes unless the individual has agreed to this or would otherwise reasonably expect the data to be used in this way.

Individuals may ask the School to delete or correct personal data relating to them. If a member of staff receives such a request and does not agree that the personal data held is inaccurate or should be deleted, they should nevertheless record the dispute and inform the Bursar.

Staff must ensure that personal data held by the School relating to them is accurate and updated as required. If personal details or circumstances change, staff should inform the Bursar so that the School's records can be updated.

## RIGHTS OF INDIVIDUALS

Workers have the right of access to information held by the School, subject to the provisions of UK Data Protection Law. Any worker wishing to access their personal data should put their request in writing to the Bursar. The School will endeavor to respond to any such written requests as soon as it reasonably practicable and in any even within statutory time limits. The information will be imparted to the worker as soon as it reasonably possible after it has come to the School's attentions. It should be noted that there are certain restriction on the information to which individuals are entitled under applicable law.

Staff should not send direct marketing materials to someone electronically (e.g. by email) unless there is an existing business relationship with them in relation to the services being marketed. Staff should abide by any request from an individual not to use their personal data for direct marketing purposes and should notify the Bursar about any such request. Staff should contact the DPC for advice on direct marketing before starting any new direct marketing activity.

## ACCURACY

The School will endeavor to ensure that all personal data held in relation to workers is accurate and kept up to date. Workers must notify the DPC of any changes to information held about them. A worker has the right to request that inaccurate information about them is erased.

## TIMELY PROCESSING

The School will not keep personal data longer than is necessary for the purposes for which they were collected and will take all reasonable steps to destroy, or erase from its systems, all data which is no longer required.

## ENFORCEMENT

If a worker believes that the School has not complied with this Policy or acted otherwise than in accordance with UK Data Protection Law, the worker may utilize the School grievance procedure and should also notify the Bursar.

## DATA SECURITY

The School must ensure that appropriate security measures are taken against unlawful or unauthorized processing of personal data, and set against the accidental loss of, or damage to, personal data. This is in relation to data belonging to both staff and pupils. As such, no member of staff is permitted to remove personal data from School premises, whether in paper or electronic form and wherever stored, without the prior consent of the Head or Bursar. Where a worker is permitted to take data offsite it will need to be encrypted.

### **3. CLOSED CIRCUIT TELEVISION (CCTV)**

The purpose of this policy is to regulate the management and operation of the CCTV system at the School. It also acts as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the School and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the System).

The system is administered and managed by the School.

All fixed cameras are in plain sight on the School premises and the School does not routinely use CCTV for covert monitoring of private property outside the School grounds.

The School's purposes of using the CCTV system are set out below, and, having fully considered the privacy rights of individuals, the School believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

## OBJECTIVES OF THE SYSTEM

- To protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety
- To protect the School building and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public
- To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
- To monitor the security and integrity of the School site and deliveries and arrivals.
- To monitor staff and contractors when carrying out work duties
- To monitor and uphold discipline among pupils in line with the school rules, which are available to parents and pupils.

## POSITIONING

- Locations have been selected, both inside and out, that the School reasonably believes require monitoring to address the stated objectives.
- Adequate signage has been placed in prominent positions to inform staff and pupils that they are entering a monitored area.
- No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities.
- No images of public spaces will be captured except to a limited extent at site entrances.

## MAINTENANCE

- The CCTV System will be operational 24 a day, every day of the year.
- The System Manager (defined below) will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.
- The System will be checked and to the extent necessary, services no less than annually.

## SUPERVISION OF THE SYSTEM

- Staff authorized by the School to conduct routine supervision of the System may include caretakers and IT staff.
- Images will be viewed and/or monitored in suitably secure and private area to minimize the likelihood of or opportunity for access to unauthorized persons.

## STORAGE OF DATA

- The day-to-day management of images will be the responsibility of the Bursar, who will act as the System Manager, or such suitable person as the System Manager shall appoint in his or her absence.
- Images will be stored for four weeks and automatically over-written unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.
- Where such data is retained, it will be retained in accordance with UK Data Protection Law and our policy.

## ACCESS TO IMAGES

- Access to stored CCTV images will only be given to authorized persons, under the supervision of the System Manager, in pursuance of the above objectives or if there is some other overriding and lawful access to grant such access.
- Individuals also have the right to access personal data the School holds on them, including information held on the System, if it has been kept. The School will require specific details including as least time, date and camera location before it can properly respond to such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.
- The System Manager must satisfy themselves of the identity of any person within to view stored images or access the system and the legitimacy of the request. The following are examples when the System Manager may authorize access to CCTV images.
  1. Where required to do so by the Head, the Police or some relevant statutory authority
  2. To make a report regarding suspected criminal behavior
  3. To enable the Designated Safeguarding Lead or his/her deputy to examine behavior which may give rise to any safeguarding concern
  4. To assist the School in establishing facts in cases of unacceptable pupil behavior, in which case, the parents/guardian will be informed as part of the School's management of a particular incident
  5. To data subjects (or their legal representatives) pursuant to an access request under the Data Protection Act
  6. To the School's insurance company where required on order to pursue a claim for damage done to insured property.
  7. In any other circumstances required under law or regulation.
- Where images are provided to third parties, wherever practicable steps will be taken to obscure images of non-relevant individuals.

## OTHER CCTV SYSTEMS

The School does not own or manage third party CCTV systems, but may be provided by third parties with images of incidents where this is in line with the objectives of the School's own CCTV policy or its School Rules.

Where pupils travel to School on transport provided by third party contractors and that transport is equipped with CCTV systems, the School may use these in establishing the facts in cases of unacceptable pupil behavior, in which case the parents/guardian will be informed as part of the School's management of a particular incident.

## COMPLAINTS AND QUERIES

Any complaints or queries in relation to the School's CCTV system, or its use of CCTV, or requests for copies should be referred to the Bursar.

#### **4. USE OF BIOMETRIC DATA BY THE SCHOOL**

Biometric data is information linked to a reading or measurement of a person's biological features or characteristics, most commonly seen in fingerprints, palm prints, iris or retina scans and other facial recognition technology, such as on a passport, and including DNA.

The School uses simple biometrics, through the use of fingerprints, to enable purchases to be made from the School's catering outlets tills. This data is regarded as sensitive data.

The School collects parental consent via the School's registration form to fulfil its legal obligations under the Protection of Freedoms Act 2012. Written consent is required from at least one parent for ALL pupils under the age of 18 where the School is using biometric personal information in an automated recognition system.

Though the School does not need to have written consent from the pupil, it does need to respect pupils' wishes if they refuse to participate. A pupil's objection will always override parental consent in this regard, and indeed the objection of one parent can override the consent of another. Consent may also be withdrawn at any stage.

The School does offer 'reasonable alternative arrangements' for pupils who do not use automated biometric recognition systems either because their parents have refused consent (or a parent has objected in writing) or due to the pupils own refusal to participate.

The alternative arrangements are either to pay by cash in the sixth form and year 11 cafes, or to be issued with a numeric pin number. These arrangements ensure that pupils do not suffer any disadvantage or difficulty in accessing catering services as a result of their non-participation, and that no additional burdens are placed on parents whose children are not participating in the scheme.

#### **5. MEDICAL INFORMATION**

In line with the School's education visits policy information, medical information about pupils will be provided to Group Leaders and supervising adults. This information will be securely destroyed by the Group Leader at the end of the trip.

#### **6. TAKING, STORING AND USING IMAGES OF CHILDREN**

This policy is intended to provide information to pupils and their parents, carers or guardians (referred to in this policy as 'parents') about how images of pupils are normally used by the School. It also covers the School's approach to the use of cameras and filming equipment at school events and on School premises by parents themselves, and the media.

It applies in addition to the School's parent contract and standard terms and conditions, and any other information that School may provide about a particular use of pupil images, including e.g. signage about the use of CCTV; and more general information about use of pupil's personal data such as the School's privacy notice. Images of pupils in a safeguarding context are dealt with under the School's relevant safeguarding policies.

#### GENERAL POINTS TO BE AWARE OF

- Parents who accept a place for their child at the Junior School are invited to indicate agreement to the school using images of him/her as set out in this policy via the Multiple Consent Form, other parents indicate agreement by accepting the school's standard terms and conditions. In the event a particular use of the pupil's image is requested parents should be aware of the fact that certain uses of their child's images may be necessary or unavoidable for example if they are included incidentally in CCTV or a photograph.
- We hope parents will feel able to support the school in using pupil images to celebrate the achievements of pupils, sporting and academic; to promote the work of the school; and for important administrative purposes such as identification and security.
- Any parent who wishes to limit the use of images of a pupil for whom they are responsible should contact the Bursar in writing. The School will respect the wishes of parents/carers (and indeed pupils themselves) wherever reasonably possible, and in accordance with this policy.
- Parents should be aware that, from around the age of 12 and upwards, the law recognises pupils' own rights to have a say in how their personal information is used – including images.

#### USE OF PUBLIC IMAGES IN SCHOOL PUBLICATIONS

- Unless the relevant pupil or his or her parent has requested otherwise, the School will use images of its pupils to keep the school community updated on the activities of the school, and for marketing and promotional purposes, including:
  - on internal displays (including clips of moving images) on digital and conventional notice boards within the school premises;
  - in communications with the school community (parents, pupils, staff, Governors and alumni) including by email, on the school intranet and by post;

- on the school's website and, where appropriate, via the school's social media channels, e.g. Twitter, Instagram and Facebook. Such images would not normally be accompanied by the pupil's full name without permission and
- in the school's prospectus, and in online, press and other external advertisements for the school. Such external advertising would not normally include pupil's names [and in some circumstances the school will seek the parent or pupil's specific consent, depending on the nature of the image or the use].
- The source of these images will predominantly be the school's staff (who are subject to policies and rules in how and when to take such images), or a professional photographer used for marketing and promotional purposes, or occasionally pupils. The school will only use images of pupils in suitable dress [and the images will be stored securely and centrally].

#### USE OF PUBLIC IMAGES FOR IDENTIFICATION AND SECURITY

- All pupils are photographed on entering the school and, thereafter, at appropriate intervals, for the purposes of internal identification. These photographs identify the pupil by name, year group, house and form.
- CCTV is in use on School premises, and will sometimes capture images of pupils. Images captured on the School's CCTV system are used in accordance with the Privacy Notice and CCTV Policy and any other information or policies concerning CCTV which may be published by the school from time to time.

#### USE OF PUBLIC IMAGES IN THE MEDIA

- Where practicably possible, the school will always notify parents in advance when the media is expected to attend an event or School activity in which school pupils are participating, and will make every reasonable effort to ensure that any pupil whose parent or carer has refused permission for images of that pupil, or themselves, to be made in these circumstances are not photographed or filmed by the media, nor such images provided for media purposes.
- The media often asks for the names of the relevant pupils to go alongside the images, and these will be provided where parents have been informed about the media's visit and either parent or pupil has consented as appropriate.

#### SECURITY OF PUPIL IMAGES

- Professional photographers and the media are accompanied at all times by a member of staff when on School premises. The School uses only reputable professional photographers and makes every effort to ensure that any images of

pupils are held by them securely, responsibly and in accordance with the School's instructions.

- The School takes appropriate technical and organisational security measures to ensure that images of pupils held by the school are kept securely on school systems, and protected from loss or misuse. The School will take reasonable steps to ensure that members of staff only have access to images of pupils held by the School where it is necessary for them to do so.
- Staff are given guidance on the school's Policy on Taking, Storing and Using Images of Pupils, and on the importance of ensuring that images of pupils are made and used responsibly, only for school purposes, and in accordance with School policies and the law.

#### USE OF CAMERAS AND FILMING EQUIPMENT (INCLUDING MOBILE PHONES) BY PARENTS

- Parents, guardians or close family members (hereafter, parents) are welcome to take photographs of (and where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the school expects all parents to follow:
  - When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others. Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; the school therefore asks that it is not used at indoor events.
  - Parents are asked not to take photographs of other pupils, except incidentally as part of a group shot, without the prior agreement of that pupil's parents.
  - Parents are reminded that such images are for personal use only. Images which may, expressly or not, identify other pupils should not be made accessible to others via the internet (for example on Facebook), or published in any other way.
  - Parents are reminded that copyright issues may prevent the school from permitting the filming or recording of some plays and concerts. The school will always print a reminder in the programme of events where issues of copyright apply.
  - Parents may not film or take photographs in changing rooms or backstage during school productions, nor in any other circumstances in which photography or filming may embarrass or upset pupils.



- The School reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.
- The School sometimes records plays and concerts professionally (or engages a professional photographer or film company to do so), in which case CD, DVD or digital copies may be made available to parents for purchase. Parents of pupils taking part in such plays and concerts will be consulted if it is intended to make such recordings available more widely.

#### USE OF CAMERAS AND FILMING EQUIPMENT BY PUPILS

- All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of the pastoral staff.
- The use of cameras or filming equipment (including on mobile phones) is not allowed in toilets, washing or changing areas, nor should photography or filming equipment be used by pupils in a manner that may offend or cause upset.
- The misuse of images, cameras or filming equipment in a way that breaches this Policy, or the School's Anti-Bullying and Anti Cyber Bullying Policy, E safety, Mobile Device and ICT Acceptable Use Policy, Safeguarding Policy or the School Rules is always taken seriously, and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

#### 7. RETENTION PERIODS

Type of record/document	Retention period
<b>SCHOOL SPECIFIC RECORDS</b>	
Registration documents of School	Permanent (or until closure of the School)
Attendance Register	6 years from last date of entry, then archive
Minutes of Governors' meetings	6 years from date of meeting, then archive
Annual curriculum	From end of year: 3 years (or 1 year for other class records: e.g. marks / timetables / assignments)
<b>INDIVIDUAL PUPIL RECORDS</b>	
Admissions: application forms, assessments, records of decisions	<b>This will generally be personal data</b> 25 years from date of birth (or, if pupil not admitted, up to 7 years from that decision)
Examination results (external or internal)	7 years from pupil leaving School

<p>Pupil file including: Pupil reports Pupil performance records Pupil medical records</p> <p>Special educational needs records (to be risk assessed individually)</p>	<p>25 years from date of birth (subject to where relevant to safeguarding considerations: any material which may be relevant to potential claims should be kept for the lifetime of the pupil)</p> <p>Date of birth plus up to 35 years (allowing for special extensions to statutory limitation period).</p>
<p><b>SAFEGUARDING</b></p> <p>Policies and procedures</p> <p>DBS disclosure certificates (if held)</p> <p>Accident / incident reporting</p> <p>Child protection files</p>	<p><b>This will generally be personal data</b></p> <p>Keep a permanent record of historic policies</p> <p>NO LONGER THAN 6 MONTHS from decision on recruitment, unless DBS specifically consulted – BUT A RECORD OF THE CHECKS BEING MADE MUST BE KEPT, if not the certificate itself.</p> <p>Keep on record for as long as any living victim may bring a claim (remember that civil claim limitation periods can be set aside in cases of abuse). Ideally files to be reviewed from time to time if resources allow and a suitable qualified person is available</p> <p>If a referral has been made / social care have been involved or child has been subject of a multi-agency plan – indefinitely.</p> <p>If low level concerns, with no multi-agency act – apply applicable low-level concerns policy rationale (this may be 25 years form date of birth OR indefinitely).</p>
<p><b>CORPORATE RECORDS</b></p> <p>Certificates of incorporation</p> <p>Minutes, notes and resolutions of Boards or Management Meetings</p> <p>Shareholder resolutions</p> <p>Register of Members / Shareholders</p> <p>Annual reports</p>	<p>Permanent (or until dissolution of the Company)</p> <p>Minimum 10 years</p> <p>Minimum 10 years</p> <p>Permanent (minimum 10 years for ex-Members / Shareholders)</p> <p>Minimum 6 years</p>
<p><b>ACCOUNTING RECORDS</b></p> <p>Accounting records (taken to mean records which enable a Company's accurate financial position to be ascertained and which give a true and</p>	<p>Minimum 6 years from the end of the financial year in which the transaction took place</p>

fair view of the Company's financial state	Minimum 6 years
Tax returns	Minimum 3 years
Budget and internal financial reports	
<b>CONTRACTORS AND AGREEMENTS</b>	
Signed or final concluded agreements (including any final / concluded variations or amendments)	Minimum 7 years from completion of contractual obligations or term of agreement whichever is the later
Deeds (or contracts under seal)	Minimum 13 years from completion of contractual obligation or term of agreement
<b>INTELLECTUAL PROPERTY RECORDS</b>	
Formal documents of title (trade mark or registered design certificates; patent or utility model certificates)	Permanent (in the case of any right which can be perfectly extended, e.g. trade marks); otherwise expiry of right plus minimum of 7 years
Assignments of intellectual property to or from the School	As above in relation to contracts (7 years) or where applicable deeds (13 years)
IP / IT agreements (including software licences and ancillary agreements eg maintenance; storage; development; coexistence agreements; consents)	Minimum 7 years from completion of contractual obligation concerned or term of agreement
<b>EMPLOYEE RECORDS</b>	
Single Central Record of employees (SCR)	<b>This will generally be personal data</b> Keep a permanent record of all MANDATORY CHECKS that have been undertaken (BUT NOT THE DBS certificate itself: 6 months as above)  7 years from effective end date of contract
Contracts of employment	Duration of employment plus minimum of 7 years
Employee appraisals or reviews	As above, but DO NOT DELETE ANY INFORMATION WHICH MAY BE RELEVANT TO HISTORIC SAFEGUARDING CLAIMS
Staff personnel file	Minimum 6 years  Permanent
Payroll, salary, maternity pay records	Minimum 3 months but no more than 1 year
Pension or other benefit schedule records	Minimum 4 years

<p>Job application and interview/rejection records (unsuccessful applicants)</p> <p>Immigration records</p> <p>Health records relating to employees</p>	<p>7 years from effective end date of contract</p>
<p>INSURANCE RECORDS</p> <p>Insurance policies</p> <p>Correspondence related to claims / renewals / notification re: insurance</p>	<p><b>This may contain personal data</b></p> <p>Duration of policy (or as required by policy) plus a period for any run-off arrangement and coverage of insured risks: ideally until it is possible to calculate that no living person could make a claim</p> <p>Minimum 7 years</p>
<p>ENVIRONMENTAL, HEALTH AND DATA</p> <p>Maintenance logs</p> <p>Accidents to children</p> <p>Accident at work records (employees)</p> <p>Staff use of hazardous substances</p> <p>Risk assessments (carried out in respect of above)</p> <p>Data protection records documenting processing activity, data breaches</p>	<p><b>This may contain personal data</b></p> <p>10 years from date of last entry</p> <p>25 years from birth (longer for safeguarding)</p> <p>Minimum 4 years from date of accident, but review case-by-case where possible</p> <p>Minimum 7 years from end of date of use.</p> <p>7 years from completion of relevant project, incident, event or activity</p> <p>No limit: as long as up-to-date and relevant (as long as no personal data held)</p>

Policy reviewed at SMT	May 2019
------------------------	----------

Policy reviewed by Governors	May 2019
------------------------------	----------

Next review date	May 2020
------------------	----------