

How We Use Your Information Privacy Notice for Parents

**The Pocklington School Foundation
Independent Day and Boarding Schools for Boys and Girls 3-18**

If you have any questions about this notice please contact the Bursar.

bursar@pocklingtonschool.com

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The Pocklington School Foundation, Registered Charity 529834, comprises Pocklington Prep School and Pocklington School. Pocklington School Trustee Limited, Registered in England and Wales, Company Number 6560143, administers the Charity.

Registered Office: West Green, Pocklington, York YO42 2NJ

Parent Privacy Notice

Introduction

1. This notice is to help you understand how and why the Pocklington School Foundation collects personal information about you and your child, and what we do with that information. It also explains the decisions that you are able to make about that information.
2. We are also giving you this notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 12) they will begin to be considered mature enough to exercise their own data protection rights. Until then, we may ask for your consent to use your child's information in certain ways. If we ask for your consent to use your child's personal information you can take back this consent at any time. Any use of your child's information before you withdraw your consent remains valid. Please write to the Bursar if you would like to withdraw any consent given.
3. Like other organisations, we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and, most importantly, treat the information we possess fairly.

What is personal information?

4. You. Personal information is information that identifies you as an individual and relates to you. This includes your contact details, next of kin and financial information. CCTV, photos and video recordings of you are also personal information.
5. Your Child. This includes information such as their date of birth and address as well as things like exam results, medical details and behaviour records. The School may also record your child's religion or ethnic group. CCTV, photos and video recordings of your child are also personal information.

Why does the school need collect and use (process) personal information?

6. We set out below examples of the different ways in which we use personal information and where this personal information comes from. The School's primary reason for using your personal information is to provide educational services to your child. We collect this information to help the School run properly, safely and to let others know what we do here. In order to carry out its ordinary duties to pupils and parents, the school may process a wide range of personal data about individuals (including current, past and prospective pupils or parents) as part of its daily operation.
7. 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 you.
8. 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.
9. The school expects that the following uses may fall within that category of its "legitimate interests":
 - a. For the purposes of pupil selection (and to confirm the identity of prospective pupils and their parents);

- b. 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;
 - c. Maintaining relationships with alumni and the school community, including direct marketing or fundraising activity;
 - d. For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law;
 - e. To enable relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
 - f. 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 universities and potential employers of past pupils;
 - g. 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;
 - h. To safeguard pupils' welfare and provide appropriate pastoral care;
 - i. We will monitor your child's use of email, the internet and mobile electronic devices e.g. iPads. This is to check that your child is not misbehaving when using this technology or putting themselves at risk of harm. If you would like more information about this, you can read the acceptable use of IT and email policy or speak to your child's form tutor. At times we may restrict your child's access to these services;
 - j. 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 the school's policy on taking, storing and using images of children;
 - k. We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets or changing rooms; and
 - l. Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.
10. In addition, the school may need to process **special category personal data** (concerning health, ethnicity, religion or sexual life) or criminal records information 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:
- a. 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 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;
 - b. We need to tell all appropriate members of staff if your child is allergic to something or might need extra help with some tasks.
 - c. We may need to share information about your child's health and wellbeing with the School doctor, counsellor or educational psychiatrist.
 - a. To provide educational services in the context of any special educational needs of a pupil;
 - b. To provide spiritual education in the context of any religious beliefs;
 - c. 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

11. This is not an exhaustive list but here are some examples of the types of data we collect about you:

- a. Names, addresses, telephone numbers, e-mail addresses and other contact details;
- b. Bank details and other financial information, e.g. about your payment of fees to the school;
- c. Disciplinary, academic, admissions and attendance records of past, present and prospective pupils (including information about any special needs), and examination scripts and marks;
- d. Where appropriate, information about individuals' health, and contact details for their next of kin;
- e. 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; and
- f. 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);

How the School Collects Data

12. Generally, the school receives personal data directly from you. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).
13. 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).
14. Here are some examples of how we collect data:
 - a. We obtain information about you and your child from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
 - b. We may have information about your family circumstances.
 - c. We may need information about any court orders or criminal petitions which relate to you and your child. This is so that we can safeguard the welfare and wellbeing of your child and the other pupils at the School.
 - d. We may take photographs or videos of you or your child at School events to use on social media and on the School website. This is to show prospective parents and pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
 - e. We may use information about you and your child if we need this for historical research purposes or for statistical purposes.

Financial information

15. We will process financial information about you in relation to the payment of fees. In some cases we get information about you from third parties such as your child's previous school(s).
16. We use a third party organisation called HMS Limited to assist us with our bursary application process. If you apply for a bursary we will share information about you with Bursary Administration Limited so that they can assess your application.

Who Within the School has Access to Personal Data?

17. 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:
 - a. Medical records
 - b. Pastoral or safeguarding files

c. Financial information.

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.

18. 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 Safeguarding Children's Board or police. For further information about this, please view the school's Safeguarding Policy.
19. The school is developing a policy for recording low-level pastoral concerns that do not necessarily meet the threshold for statutory referral but will, for example, assist in the detection and prevention of bullying.

Sharing personal information with third parties

20. In accordance with our legal obligations, we may share information with
 - a. Local authorities and the Department for Education, for example, about attendance at school.
 - b. Local authorities, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns.
 - c. If the nationality of your child is not British we have to make sure that your child has the right to study in the UK. We might have to provide information about you to UK Visas and Immigration to comply with our duties as a Tier 4 sponsor.
21. We may also need to share information with:
 - a. Our legal advisers for the purpose of obtaining legal advice.
 - b. If relevant to their work, consultants, experts and other advisors assisting the School in fulfilling its obligations and to help run the School properly.
 - c. Home-to-school bus services, if you use them, so that they and their drivers can contact you to inform you of delays.
 - d. The police if something goes wrong or to help with an inquiry. For example, if one of your child's classmates is injured at school or if your child has misbehaved in a serious way.
 - e. Examination boards if your child takes public examinations; for example, if your child requires extra time in exams.
 - f. With our insurance company; for example, when you opt in for a personal service or where there is a serious incident at the School or on an educational visit.
 - g. Others, if there is an emergency; for example, if you or your child are hurt whilst on School premises.
 - h. With IT systems, web developers or cloud storage providers, carrying out some of the school's processing activity, always strictly in accordance with Data Protection law and subject to contractual assurances that personal data will be kept securely and only in accordance with the school's specific directions.
22. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson or for course work in Art and PE. If you have any concerns about our use of photographs or videos of your child, please speak to your child's housemaster or housemistress.
23. If your child leaves us to attend another school we may need to provide that school with information about you, for example, details of family circumstances for safeguarding reasons as well as providing information about your child; see Paragraph 8 (e) above.

24. We publish our public exam results, sports fixtures and other news on the website and send articles, photographs and videos to local and national news outlets to celebrate the School's achievements.

Keeping In Touch And Supporting The School

25. The school 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, by sending updates and newsletters, by email and by post. Unless the relevant individual objects:
- a. We may send you information to keep you up to date with what is happening at the School. For example, by sending you calendars and information about events and activities taking place (including fundraising events) and school newsletters and e-mails.
 - b. We may keep details of your address when your child leaves the school so we can send you The Pocklingtonian and find out how your child is progressing. This data will be held in a database administered by the School. If we intend to keep you informed about fundraising we will then require your consent for that activity.
 - c. We will also pass your child's details to our alumni organization, the Old Pocklingtonian Association if you have paid the subscription. Further information on the alumni association can be found on their website which has a link from the Foundation website.
26. Should you wish to limit or object to any such use, or would like further information about them, 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).

Sending information to other countries

27. We may send your information to other countries where:
- a. We store information on computer servers based overseas or in the Cloud. (The European Commission has produced a list of countries which have adequate data protection rules for that activity at Paragraph 23a. The list can be found here: http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm)
 - b. We communicate with you or your child when you are overseas (for example, during the summer holidays if you live in a different country). If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then it might not have the same level of protection for personal information as there is in the UK.

For how long do we keep your information?

28. We keep your information for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the School, for example, so that we can find out what happened if you make a complaint.
29. 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.
30. We can keep information about you and your child 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.

31. The table below shows for how long we keep different types of information about you or your child.

Type of information	Retention period
Pupil application details	Six years after pupil has left school
Parent correspondence and financial details	Six years after pupil has left school
Bursary application	Six years after pupil has left school
Pupil application details (non-starter)	Two years after pupil has left school
Parent correspondence details (non-starter)	Up to five years after completion of paperwork
Pupil records	Normally until pupil reaches 28 years old but currently indefinitely whilst the national child abuse enquiry continues.

What decisions can you make about your information?

32. From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:
- If information is incorrect you can ask us to correct it;
 - You can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
 - You can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
 - You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
 - Our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy;
33. The Bursar can give you more information about your data protection rights; please make any request in writing. The school 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. The school will be better able to respond quickly to smaller, targeted requests for information. If the request is manifestly excessive or similar to previous requests, the school may ask you to reconsider or charge a proportionate fee, but only where Data Protection Law allows it.
34. 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 or professional privilege. The school is also not required to disclose any pupil examination scripts (though examiners' comments might be disclosed), nor any confidential reference given by the school for the purposes of the education, training or employment of any individual.

Pupil Requests

35. 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.
36. 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 12 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.

37. 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

38. 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 the school may have another lawful reason to process the personal data in question even without your consent.
39. 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. parent contract, or because a purchase of goods, services or membership of an organisation such as the Old Pocklingtonian Association).

Whose Rights?

40. 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.
41. 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.
42. 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 if required by law.
43. Pupils are required to respect the personal data and privacy of others, and to comply with the school's IT and Acceptable Use Policy, and the school rules.

Further information and guidance

44. The Bursar is the person responsible at our school for managing how we look after personal information and deciding how it is shared. The Bursar will deal with all requests and enquiries concerning the school's use of your data and will endeavor to ensure that all personal data is processed in compliance with this policy and Data Protection law. Other individuals are responsible for the control of certain datasets within the school, derived from your data, and the Bursar co-ordinates their compliance activity.
45. This notice explains how we use your personal information and that of your child. The Bursar can answer any questions which you may have.

46. Please contact to the Bursar if:
- a. You object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes if you tell us not to; or
 - b. You would like us to update the information we hold about you; or
 - c. You would prefer that certain information is kept confidential.
 - d. You do not wish your child's photograph to be used.

Complaints

47. Please contact the Bursar in the first instance if you wish to make a complaint.
48. If you are still not satisfied you should then utilise the school's Complaints Procedure.
49. If you still consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office - ico.org.uk.

This Policy

50. 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.