

# PARENT AND PUPIL PRIVACY POLICY

September 2022



## INTRODUCTION

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The School respects your privacy and is committed to protecting it through its compliance with its privacy policy. This policy is to help you understand how and why we collect personal data about you and what we do with that information. It also explains the decisions that you can make about your own information. This Privacy Policy defines how the School will meet its obligations with regards to personal data, as required by the **Data Protection Act 2018** (the 'Act') and the **EU General Data Protection Regulation** (the 'GDPR'). 'You' and 'your' in this policy refer to both parents and pupils.

## OUR CONTACT INFORMATION

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'The School' means Harrow School as now or in the future constituted. The School is constituted as a Royal Charter Corporation known as The Keepers and Governors of the Possessions Revenues and Goods of the Free Grammar School of John Lyon ("We"). We are a charity registered in England and Wales with registration number 310033. We have our office at Harrow School, 5 High Street, Harrow on the Hill, Middlesex HA1 3HP.

For the purposes of this privacy policy and the relevant legislation, the School is the "data controller" of personal data.

## PERSONAL DATA

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We currently collect and process personal data. 'Personal data' means information which relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information which is likely to come into our possession. It includes any expression of opinion about the person and an indication of the intentions of us or others, in respect of that person.

### PERSONAL DATA THAT WE COLLECT DIRECTLY FROM YOU

Examples of personal data that we process include, but are not limited to:

- General contact details, such as full names, addresses, mobile numbers and email addresses;
- Information about relatives of pupils, such as next of kin, parents, legal guardians and their marital status, contact details and job title;
- Essential information to provide School services to the pupils, such as School start and end dates, pupil admissions, School registration, pupil's education data, attendance/absence data, pecuniary information (such as scholarships and bursaries funding), a pupil's academic information (examination and assessment results, marks etc.), a pupil's disciplinary information, special education needs and any required support in place for those;
- Safety information such as CCTV recordings and photo and video recordings in order to provide School services to or protect the pupils. CCTV is not used in private areas such as bathrooms and 'toshes'. Only the School's Security department has access to all recorded footage, although controlled access is provided as necessary to the SMT and House Masters;
- Financial information, such as necessary details for fee and other payments and information about bankruptcy petitions and statutory demands of parents.

The School may need to process special category personal data (concerning health, ethnicity, religious or philosophical beliefs, genetic or biometric data, sexual orientation) or criminal records information such as criminal convictions and offences.

Examples of special category personal data that we process for pupils include, but are not limited to:

- Pupils' medical and psychological information;
- Biometric data where this is required under one of the School's policies (e.g. the Drugs Policy, Alcohol Policy and the Smoking and Vaping Policy) and for the safety of pupils (such as the door entry system).

## **PERSONAL DATA THAT WE COLLECT FROM THIRD PARTIES ABOUT PARENTS**

We obtain information from third parties about parents. Those third parties such as previous school(s), professionals such as doctors, local authorities, UK Visas and Immigration. Examples of such information includes, but are not limited to:

- Family circumstances that might affect your child's welfare or happiness;
- Court orders or criminal petitions that relate to you;
- Financial information from parents in relation to the payment of fees. In some cases, we obtain information about you from third parties such as credit reference agencies and solicitors or from your child's previous school(s).

## **THE LAWFUL BASIS FOR PERSONAL AND SENSITIVE INFORMATION**

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### **FOR PERSONAL INFORMATION**

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

#### **Your consent**

By using the School's services including the School website you agree and consent to the collection, transfer, use, storage, disclosure and sharing of your information as described and collected by us in accordance with this policy. If you do not agree with the policy, please do not use or access the School website.

We may ask for your consent to use your information in certain ways.

If you wish to remove your consent at any time you should contact the School's Privacy Officer at [privacyofficer@harrowschool.org.uk](mailto:privacyofficer@harrowschool.org.uk).

#### **The School's contractual obligation**

We have a contract with parents to educate and look after the pupils. We are allowed to use information about you where this is necessary under that agreement.

#### **The School's legal obligation**

The processing is necessary in accordance with the relevant lawful bases for the School to undertake its obligations to pupils, their parents or guardians, or staff.

We may also need to use your information in connection with legal disputes.

#### **The School has a vital interest**

We are allowed to use your information in an emergency, for example if a pupil requires urgent medical attention.

#### **The School needs it to perform a public task**

We also use your information in order to provide education to pupils which is in the public interest.

#### **The School has a legitimate interest**

Unless this would be unfair to you, we have a legitimate interest in using your information to:

- educate every pupil and others;
- look after pupils' welfare and the welfare of others; and
- promote and develop the School so that it continues to be successful.

## FOR SENSITIVE INFORMATION

### EXPLICIT CONSENT

Where sensitive personal data is processed by the School, the explicit consent of the data subject or appropriate representative will generally be required in writing, although there are certain exemptions to this rule. Sensitive data would include elements such as ethnicity, genetic, biometric and health data and, where this is required, will be processed in accordance with Article 9 of the UK GDPR.

### LEGAL OBLIGATION

In most cases, sensitive personal data processed by the School will be based upon a legal obligation.

## PURPOSE OF PROCESSING

We process your information for different purposes. Those are:

- Developing the School's education practice, such as adapting teaching and learning approaches;
- Providing a secure and protective environment in the School;
- Offering school services, such as admissions, managing publications, fundraising events, management of the syllabus and school course schedules, tracking pupil improvements, assessing special educational needs, organising examinations, contacting parents, conducting disciplinary procedures, maintenance of library records, organising school outings, academic visits, trips, managing virtual learning systems, and providing a secure and protective environment in the School;
- Promoting the School, such as using parents' and pupils' addresses to receive our alumni communications including magazines such as *Follow Up!* and inform you of upcoming events and fundraising projects.

## DATA SHARING WITH THIRD PARTIES

The School will share data with third parties for different purposes including:

- Regulatory authorities, such as the Independent Schools Inspectorate, Ofsted and the Department for Education, for example where we have any safeguarding concerns;
- NHS, including local GP surgeries and local hospitals, third party physiotherapy providers and child psychologists. We may seek separate consent where appropriate;
- The police;
- Our legal advisers;
- UK Visas and Immigration;
- Our insurance company;
- Other schools or educational establishments;
- The School's related entities including the Harrow Association and Harrow Development Trust and Harrow School Enterprises Ltd;
- Third party service providers, such as:
  - University of Durham Centre for Educational Management (CEM) for the purposes of academic baseline testing;
  - EVOLVE for the administration of school trips and excursions. Data includes parent names and email addresses, pupil name, pupil email, date of birth and gender;
  - SOCS (School Sports.com) for the administration of home and away sports fixtures and results;
  - Unifrog for university and careers guidance and to support further education and apprenticeship applications;
  - UCAS which collects pupil data for university and careers guidance and to support further education and apprenticeship applications;
  - Exam boards including OCR, Edexcel, AQA, CIE and WJEC which collect personal data from pupils sitting GCSE and A-level exams;
  - Steer for Affective Social Tracking. Testing takes place twice a year, collecting data for the purposes of monitoring pupils' mental wellbeing;
  - The Outfitters, Billings & Edmonds' and Shaws;
  - The PhysiLink;
  - Bursary Administration Limited (BAL) for bursary assessments, ITQ for admissions and bursary administration, Refinitiv, John Lyon's Charity and The Rank Foundation;
  - SAP Concur to process purchase invoices, credit cards and expense claims;

- Rendezvous to process events and catering, Micad for estates and Caternet for catering administration;
- My Future Choice's online psychometric testing.

Data sharing with third parties is carried out under a written agreement, setting out the scope and limits of the sharing in accordance with the principles of the Act and the GDPR. Any disclosure of personal data will be in compliance with approved procedures.

## **DATA SHARING OVERSEAS**

We may share the information overseas for the purpose of storing that information on overseas computer servers or for communications with pupils who are overseas. Where the School transfers personal data outside of the EEA, it will do so using the appropriate transfer mechanisms, ensuring the necessary protections are in place for the security of personal data.

## **HOW LONG WE KEEP YOUR INFORMATION**

We keep your information for as long as we need to in order to educate and look after your child.

CCTV footage is normally stored for 30 days but might be retained for longer if necessary for legal, disciplinary and safeguarding purposes.

Information will be kept after pupils have left the school for limited purposes, for example so that we can find out what happened if either a parent or a pupil makes a subsequent complaint.

Information will only be kept in accordance with the School's Records Retention Schedule which is available on request. It may be kept indefinitely when needed 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.

After the specified period, information will be disposed of by removing all files and back-ups from all personal computers, One Drive and hard drives.

## **HOW WE KEEP YOUR INFORMATION SECURE**

We take, and require any third party to take, reasonable precautions, including administrative, technical and physical measures to safeguard your personal information against loss, theft, misuse, as well as unauthorised access, disclosure, alteration or destruction. Access to your personal information is restricted to prevent unauthorised access, modification or misuse and such access is only granted to our authorised personnel on a need-to-know basis. All staff must adhere to the School's ICT Policies.

However, unfortunately, no security system or system of transmitting data over the internet can be guaranteed to be entirely secure. You can help us by also taking precautions to protect your personal data when you are on the internet.

## **CHANGES TO THIS POLICY**

We may revise these terms of use at any time by amending this policy. Please check it from time to time to take notice of any changes we have made, as they are binding on you.

## **YOUR DATA PROTECTION RIGHTS**

Under data protection law, you have rights including:

**Your right of access** - you have the right to ask us for copies of your personal information.

**Your right to rectification** - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - you have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - you have the right to ask us to restrict the processing of your personal information where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop, or when we process your personal data for the purposes of direct marketing.

**Your right to object to processing** - you have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you would like us to change or update the information we hold about you please speak to the School's Pupil Database Manager, Mrs Manju Varsani at [pupildatabasemanager@harrowschool.org.uk](mailto:pupildatabasemanager@harrowschool.org.uk).

If you would prefer that certain information is kept confidential in the first instance you should speak to the House Master concerned.

If you wish to exercise your rights, please speak to the School's Privacy Officer at [privacyofficer@harrowschool.org.uk](mailto:privacyofficer@harrowschool.org.uk).

If you consider that we have not acted properly when using your personal information, you can contact the Information Commissioner's Office (ICO).

The ICO's address is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

## **SUPPORTING POLICIES, PROCEDURES AND GUIDANCE**

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Please note that this Privacy Policy can also be read alongside the following directly relevant documents:

The School's Standard Terms and Conditions (the parental agreement)

IT Acceptable Use Policy

Photography and Film Policy

Subject Access Request Policy

CCTV Acceptable Use Policy

HSEL - Photo Consent Policy

HA/HDT - Prospect Research Policy

HA/HDT - Data Handling Policy