



POLICY DOCUMENTS

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Pupil Privacy Notice

1. Introduction

- This notice is to help you understand **how** and **why** the School collects your personal information and **what** it does with that information. It also explains the decisions that you can make about your own information.
- If you have any questions about this notice please talk to your form tutor.

2. What is "personal information"?

- Personal information is information that the School holds about you and which identifies you.
- This includes information such as your name, date of birth and address as well as things like exam results, medical details, unique pupil number and behaviour records. The School will also hold information such as your religion or ethnic group for the purposes of statutory statistical collection. CCTV, photos and video recordings of you are also personal information.

3. The School's legal bases for using your information

- This section contains information about the legal bases that we are relying on when handling your information.
- The two tables below contain a general description of the different legal bases but the School has also used a colour code system so that you can see which bases the School are relying on for each of the purposes described at paragraphs below.

Legitimate interests ("LI")

This means that the School is using your information when this is necessary for the School's legitimate interests or someone else's legitimate interests. We won't rely on this basis when your interests and fundamental rights override the School's legitimate interests. Specifically, the School has a legitimate interest in:

- Providing you with an education and making sure that you are behaving properly.
- Complying with the School's agreement with your parents for you to be at the School.
- Looking after you, your classmates and our staff (eg your teachers).
- Keeping the school buildings safe.

- Making sure that the School is well managed and that the School protects its reputation.
- Telling people about the School and what the School does eg the School may use photographs of you in the School's prospectus, website or social media.
- Ensuring that all relevant legal obligations of the School are complied with (for example in relation to inspections).
- Using your information in connection with legal disputes.
- Improving the School eg if the School want to raise money to build new buildings or to make sure that the School is providing you and your classmates with a good schooling experience.

In addition your personal information may be processed for the legitimate interests of others. For example, the School may use information about you when investigating a complaint made by one of your fellow pupils.

Legal obligation ("LO")

The School might need to use your information in order to comply with a legal obligation, for example, to report a concern about your wellbeing to Children's Services. The School will also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests ("VI")

In limited circumstances the School may use your information to protect your vital interests or the vital interests of someone else (eg if you or they are seriously hurt).

Performance of a task carried out in the public interest (or carrying out public tasks) ("PI")

This applies where what the School is doing is for the benefit of people generally. The following are examples of where this applies:

- Providing you and others with an education.
- Safeguarding and promoting your welfare and the welfare of your classmates.
- Facilitating the efficient operation of the School.
- Ensuring that the School complies with all of the School's legal obligations.

- The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Substantial public interest ("SP")

The School is allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" in the table above. For example, the School will use information about your health to look after you. The School may also use other types of special category personal data about you to provide you with an education, to look after you and your classmates or when the School is inspected.

Employment and social protection and social security law ("ESP")

There will be times when the School needs to use your information because we are an employer (eg the School employ your teachers). Also the School will use your information to comply with social protection law (eg to look after you) and social security laws. Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.

Legal claims ("LC")

We are allowed to use your information if this is necessary in relation to legal claims. For example, this allows us to share information with the School's legal advisors and insurers. This applies whenever sharing special category data is necessary in relation to legal claims.

Medical purposes ("MP")

This includes medical treatment and the management of healthcare services.

4. How and why does the School collect and use your personal information?

- Set out below are different ways in which the School uses personal information and where this personal information comes from. The letters highlighted in different colours below refer to the legal bases we are relying on. Please see the section above for an explanation.
- The School's primary reason for using your personal information is to provide you with an education - LI, PI, SPI.

- The School will also use your personal information to safeguard and promote your welfare and the welfare of others (for example, so that the School can look after you if you are hurt) - LI, PI, SPI, ESP, MP.
- Admissions forms give us lots of personal information about you such as your name, contact details, disabilities, any particular difficulties you have with work, hobbies and interests, medical information (such as information about an allergy) and family circumstances. The School gets information from you, your parents, your teachers and other pupils. Your old school also gives us information about how well you did and any difficulties you had so that the School can teach and care for you.
- Sometimes the School gets information from your doctors and other professionals where it is needed to look after you.
- The School will use information about you during the admissions process eg when marking your entrance exams and learning more about you from your parents before you join the School. The School may let your old school know if you have been offered a place at the School - LI, PI, SPI.
- The School need to tell the appropriate teachers if you have a health issue - LI, PI, SPI.
- The School will need to tell your teachers if you have special educational needs or need extra help with some tasks - LI, PI, SPI.
- The School will need to share information about you (eg about your health and wellbeing) with the School nurse or counsellor - LI, PI, SPI, ESP, MP.
- If the School has information that you suffer from an allergy it will use this information so that the School can look after you - LI, PI, SPI, VI, MP.
- If the School have information that you suffer from a disability the School will use information about that disability to provide support - LI, PI, SPI, ESP and in certain circumstances, MP.
- Where appropriate, the School will have information about your religious beliefs and practices. For example, if you do not eat certain foods - LI, PI, SPI.
- The School uses CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms - LI, PI, SPI.
- The School record your attendance and if you have time away from the School the reason(s) why will be recorded - LI, PI, SPI.

- The School will need to report some of your information to the government (eg the Department for Education). The School will need to tell the local authority that you attend the School, if you leave the School or let them know if the School has any concerns about your welfare - LI, LO, PI, SPI, ESP.
- The School are legally required to provide the Department for Education with certain information about you and your classmates. Some of this information will be stored on the National Pupil Database. Organisations can request information from the National Pupil Database which includes information about you. But they are only allowed to do this for limited purposes and they must be very careful about how they use your information. More information can be found here - <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> - LO, SPI.
- The School may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School - LI, LO, PI, SPI.
- The School is a charity which means that we may need to share your information with the Charity Commission which checks how the School are behaving as a charity - LI, LO, PI, SPI.
- The School will need information about any court orders or criminal matters which relate to you. This is so that the School can safeguard your welfare and wellbeing and the other pupils at the School - LI, PI, SPI.
- If you are from another country the School has to make sure that you have the right to study in the UK. Sometimes the government will ask us to provide information as part of the School's reporting requirements. In addition to this the School has a duty to provide information about you to UK Visas and Immigration who are part of the government - LI, LO, PI, SPI.
- Depending on where you will go when you leave the School will provide your information to other schools, colleges and universities, UCAS or potential employers. For example, we will share information about your exam results and provide references - LI, PI, SPI.
- The School may pass on information to your next school which they need to look after you, for example, information about any concerns the School has had about your welfare - LI, LO, PI, SPI, ESP.
- When you take public examinations (eg GCSEs) the School will need to share information about you with examination boards. For example, if you require extra time in your exams - LI, PI, SPI.
- The School will provide your information to authorised third party supplier so that they can provide careers advice - LI, PI, SPI.

- The School is sometimes inspected to make sure that the School are continuing to be a good school. The School will have to make your information available to the inspectors to help them to carry out their job - LI, LO, PI, SPI.
- If someone makes a complaint about how the School has behaved the School may need to use your information to deal with this appropriately. For example, if your parents complain that the School have not looked after you properly - LI, PI, SPI.
- The School may share information about you with the local authority for the purpose of the preparation, implementation and / or review of your Statement of Special Educational Needs or Education Health and Care Plan - LI, PI, LO.
- The School may need to share information about you with the police or our legal advisers if something goes wrong or to help with an enquiry. For example, if one of your classmates is injured at School or if there is a burglary - LI, LO, PI, SPI, LC.
- The School uses consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. The School will share your information with them if this is relevant to their work - LI, PI, SPI.
- If you have misbehaved in a serious way, the School may need to share information with the police and the School may need to use information about the action taken by the police - LI, LO, PI, SPI, ESP.
- The School may share some information with the School's insurance company to make sure that the School has the insurance cover that is required - LI, PI, SPI, LC.
- Parents who are based outside of the UK will sometimes appoint someone to act on their behalf during the admissions process (an overseas agent). If this applies to you, your parents may provide information to the overseas agent so that he or she can pass this on to the School. Will sometimes share information with the overseas agent, for example, the School may send them the letter telling your parents that the School are offering you a place so that they can pass this on to your parents - LI.
- The School will share your academic and (where fair) your behaviour records with your parents or education guardian so they can support your schooling - LI, PI, SPI.
- The School will monitor your use of email, the internet and mobile electronic devices eg iPads. This monitoring is sometimes carried out using computer software. In certain circumstances the School will look at the content of your communications (eg emails and text messages). The School monitor and look at your use of technology (eg your use of your phone) to check that you and your classmates are not misbehaving, at risk of harm or for other good reasons. If you would like more information about this you can read the acceptable use of IT and email policy or speak to your tutor - LI, PI, SPI.
- The School may use photographs or videos of you for the School's website and social media sites or prospectus to show prospective pupils what the School does and to

advertise the School. The School may continue to use these photographs and videos after you have left the School - LI.

- Sometimes the School use photographs and videos for teaching purposes, for example, to record a drama lesson - LI. If you have concerns about us using photographs or videos of you please speak to your tutor.
- The School publishes the School's public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what the School has been doing - LI.
- The School will keep details of your address when you leave so the School can send you the alumni magazine and find out how you are getting on. The School may also pass your details onto the alumni organisation which is called the Kingham Hillians Association Further information on the alumni association can be found on the School website - LI.
- The School must make sure that the School's computer network is working well and is secure. This may involve information about you, for example, the School's anti-virus software might scan files containing information about you - LI.
- We may share your information with the other parts of the Kingham Hill Trust. For example, how well you have behaved and your test results - LI, PI, SPI.
- From time to time, the School may use a third party to provide activities such as an external sports coach. We may share your information with them, for example, to tell them what sports you are good at- LI, PI
- From time to time, the School may use a third party to provide activities such as the Combined Cadet Force and the Duke of Edinburgh Award Scheme. We may share your information with them, for example, to tell them about medical needs, emergency contact details and allergies - LI, PI
- The School can keep information about you for a very long time or even indefinitely if the School needs this for historical, research or statistical purposes. For example, if the School considers the information might be useful if someone wanted to write a book about the School - LI.
- The School will only share your information with other people and organisations when the School has a good reason to do so. In exceptional circumstances the School may need to share it more widely than it would normally.
- The School sometimes use contractors to handle personal information on the School's behalf. The following are examples:
 - IT consultants who might access information about you when checking the security of the School IT network

- The School uses third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site.
- If you have any questions about any of the above, please speak to your tutor.

5. Criminal offence information

- In exceptional circumstances, the School may use information about criminal convictions or offences. The School will only do this where the law allows the School to. This will usually be where such processing is necessary to carry out the School's obligations, to exercise the School's rights or to look after pupils.

6. More than one basis

- As you will see from the information above, in some cases the School will rely on more than one basis for a particular use of your information. In addition, the School may move from one of the legal bases listed above to another as circumstances change. For example, if the School becomes really worried about your wellbeing, the School may start to rely on "legal obligation" to share personal information with the local authority in addition to the other legal bases which are noted for looking after you.

7. Consent

- The School may ask for your consent to use your information in certain ways as an alternative to relying on any of the bases in the table above. For example, the School may ask for your consent before taking or using some photographs and videos if the photograph or video is more intrusive and the School cannot rely on legitimate interests. If the School 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. Please speak to your tutor if you would like to withdraw any consent that you have given.

8. Sending information to other countries

- The School will send your information to countries which do not have the same level of protection for personal information as there is in the UK. For example, the School may store your information on cloud computer storage based overseas.
- The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here:
 - https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en
- If the country that the School 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.

- The School will provide you with details about the safeguards which the School has in place outside of this privacy notice. If you have any questions about the safeguards that are in place please contact the Bursar.

9. For how long does the School keep your information?

- The School keep your information for as long as the School need to in order to educate and look after you.
- The School will keep some information after you have left the School, for example, so that the School can find out what happened if you make a complaint.
- In exceptional circumstances the School may keep your information for a longer time than usual, but the School would only do so if it had a good reason and only if allowed to do so under data protection law.
- Please see the School's Information and Data Retention Policy for more detailed information. This can be found on the School's website at <https://www.kinghamhill.org.uk/about/policies>.

10. What decisions can you make about your information?

- From 25 May 2018 you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:
 - **Rectification.** If information the School holds about you is incorrect you can ask us to correct it.
 - **Access.** You can also ask what information the School holds about you and be provided with a copy. This is commonly known as making a subject access request. The School will also give you extra information, such as why it uses this information about you, where it came from and what types of people the School have sent it to.
 - **Deletion.** You can ask us to delete the information that the School holds about you in certain circumstances. For example, where the School no longer need the information.
 - **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.
 - **Restriction.** The School's use of information about you may be restricted to simply storing it in some cases. For example, if you tell us that the information is inaccurate the School can only use it for limited purposes while the School check its accuracy.
 - **Object.** You may object to us using your information where:

- The School is using it for direct marketing purposes (eg to send you the School magazine);
 - The legal basis on which the School is relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "The School's legal bases for using your information" above;
 - The School is using it for historical or scientific research purposes or archiving purposes. For example, the School may keep photographs of your class for historical reasons.
- Your tutor can give you more information about your data protection rights.

11. Further information and guidance

- This notice is to explain how the School looks after your personal information. Your tutor can answer any questions which you might have.
- Please speak to your teacher if:
 - You would like to exercise any of your rights listed above
 - You would like us to update the information the School holds about you
 - You would prefer that certain information is kept confidential.
- The Bursar is in charge of the School's data protection compliance. You can ask your tutor to speak to the Bursar or speak to Bursar yourself. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.
- If you consider that the School has not acted properly when using your personal information you can contact the Information Commissioner's Office: ico.org.uk

Catriona Thompson

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