



PRIVACY NOTICE for STUDENTS and PARENTS/CARERS

1. Introduction

This notice is to help prospective and current students and parents/carers understand **how** and **why** the School collects personal information relevant to them. It also explains **what** the School does with that information and explains the decisions which students and parents/carers can make about their own information.

2. What is 'personal information'?

Personal information is information which the School collects about individuals. This includes information such as name, date of birth and address/contact details as well as exam results, medical details, nationality and behaviour records. The School may also record religion and ethnicity.

3. Why does the School collect and process personal information?

The School collects this information to help it operate legally, safely and effectively in the wide range of situations and processes which represent its day-to-day operations. Here are some examples:

- The School needs to collect and generate a range of personal data on each student in order to fulfil its legal and regulatory responsibilities;
- The School will need to advise teaching and support staff if a student has an allergy or may need extra help with some tasks;
- The School will need personal financial information for parents/carers in order to administer the financial aspects of the contract between them and for other financial purposes such as bursary application processing;
- The School uses CCTV to ensure the site is safe;
- The School may need to report some information to the Government (including information regarding UK Visas and Immigration) and to universities;
- The School may need to share information with the police or legal advisers to help with an enquiry;
- The School will share some information with its insurance company;
- The School may share student academic and behaviour records with their parents/carers/other educational institutions so that they can support the student's schooling;
- The School uses photographs or videos of students for teaching purposes. Photographs and videos may also be used on the School's website, social media sites or in the School prospectus and for other marketing purposes;
- The School publishes its public exam results, artwork, sports fixtures, team lists and other news on the School website. Articles and photographs may also appear in the local news;
- The School will retain contact details for both students and parents after the student has left the School. This is to enable it to respond to enquiries from students and their families, which may occur a considerable time after the student's leaving date, and also to comply with legal and regulatory requirements, for instance in respect of safeguarding matters. This information may also be used by the School's Alumnae Office for its activities, including keeping former students informed about School events and fundraising activities.

4. How does the School collect personal information?

Personal information on students and parents/carers is captured in a number of ways. Primarily, such information is collected on data forms during the registration and admissions processes for prospective students, from parents/carers themselves. As part of these processes, a student's

previous school will also pass on information. In addition, the School obtains other information from students, parents/carers and teachers as part of the day-to-day education of students. On occasion, the School may also obtain information from doctors and other professionals. CCTV, photos and video recordings of students are also gathered in the normal course of the business of the school. The categories of information the School collect, hold and share include:

- Personal information (such as name, unique student number, address contact details);
- Characteristics (such as ethnicity, language, nationality, country of birth);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Relevant medical and special educational needs information;
- Financial information required to facilitate the School's contractual relationship with the parents/carers;
- CCTV images and photographs;
- Academic assessments and exam information;
- Other current and historic information in order to facilitate academic and pastoral support;
- Co-curricular activity information (such as sporting team lists and results).

The School considers all of this information to be important in order to enable it to support and provide a service to our students and their families.

5. Why does the School collect and process special category personal information?

The school may need to process special category personal data (such as racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information and information about sex life or orientation) so it can operate legally, safely and effectively in the wide range of situations and processes which represent its day-to-day operations. These reasons include:

- To safeguard students' 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;
- To provide educational services in the context of any special educational needs of a student;
- To provide spiritual education in the context of any religious beliefs;
- To run any of its systems that operate on biometric data, such as for security, and other forms of student identification;
- To comply with legal and regulatory requirements (such as child protection, diversity monitoring and health and safety).
- To share limited information with Friends as part of facilitating the collection of membership fees and other fundraising activities.

6. What does the School do with personal information?

Personal information is kept with appropriate security, either electronically on the School's information management systems or manually in indexed filing systems. The School Business Director is responsible for the control of personal information within the School and deciding how it is shared. The information is kept up to date, as far as possible, by reference to the data subject, is treated fairly and is only used for purposes as defined by the School. Exceptional circumstances may occur when it is deemed necessary by the School to share personal information more widely. An example of this is requests for information from other schools that a student may attend after leaving us. However, the School does not share any personal data about our students or parents with anyone without their consent unless the law and our policies allow us to do so. In some cases, the School uses third parties to handle personal information on our behalf, e.g. IT providers who might store personal information on the cloud or access such information when checking the security of our network.

7. Our legal grounds for using your information

This section contains information about the legal basis that the School is relying on when handling personal information.

a. Legitimate interests

This means that the data processing is necessary for legitimate interests except where the processing is unfair to you. The School relies on legitimate interests for most of the ways in which it uses information.

Specifically, the School has a legitimate interest in:

- Providing educational services to students;
- Safeguarding and promoting the welfare of students;
- Promoting the objects and interests of the School;
- Facilitating the efficient operation of the School; and
- Ensuring that all relevant legal obligations of the School are complied with.

In addition, personal information may be processed for the legitimate interests of others. For example, another school will have a legitimate interest in knowing if you have not paid School fees that are due to us.

The School's primary basis for processing personal data for students and parents/carers is legitimate interest. If you object to us using your information where the School is relying on our legitimate interests as explained above, please contact the School Business Director.

b. Necessary for contract

The School will need to use information in order to perform our obligations under our contract with you. For example, the School will need your name and contact details so that it can update you on your child's progress and can contact you if there is a concern.

c. Legal obligation

The School will need to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. The School may 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.

d. Vital interests

The school may have to act in vital interests, for example, to prevent someone from being seriously harmed or killed. It may also have to act to protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

e. Public interest

The School considers that it is acting in the public interest when providing education.

f. Substantial Public interest

The processing is necessary for reasons of substantial public interest.

g. Consent

The individual has given clear consent to process their personal data for a specific purpose.

The School must comply with an additional condition which is listed below where it processes special category personal information.

h. Legal Claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

i. Medical Purposes

This includes confidential medical treatment and the management of healthcare services.

8. Consent

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please contact the School Office if you would like to withdraw any consent given.

9. Sending information to other countries

The School will not transfer any personal data outside the EEA unless it is satisfied that the data subject's rights will be adequately protected.

10. Retention policy

The School retains information where it has a legitimate interest in holding that information in the fulfilment of its role and objectives as an educational institution. In some cases, information can be held for longer. For example, the School may retain student names indefinitely for research and statistical purposes.

11. What decisions can you make about your information?

If personal information is felt to be incorrect, the School should be contacted and asked to rectify, block, erase or destroy the data as necessary. This is subject to the School's assessment on whether the request is a valid one.

The Business Director is responsible for data protection compliance and can be contacted directly by parents/carers regarding what personal information is held by the School for either themselves or their child. The Business Director can also be requested to keep specific information confidential.

A request to see personal information held on an individual represents a 'subject access request'. Any such request must be made in writing to the Business Director.

The Business Director can be contacted via email at sbd@swps.org.uk, by telephone on 01932 574 900 or in writing to the School's address.

12. Further information

If you have any concerns about how the School uses personal information, you can contact the Information Commissioner at:

Information Commissioner's Officer
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Tel: 01625 545 745 Fax: 01625 524 510
www.ico.org.uk

