

Data Privacy Notice

Brooke House College

2021/22 Version

Data Privacy Notice

For the purposes of this notice, Brooke House College, The College, School, We, Our or Us refers to Brooke House College Ltd.

1. INTRODUCTION

Brooke House College takes its responsibilities as a data controller seriously and is committed to using the personal data it holds in accordance with the law. Individuals must opt-in whenever data is collected and the opt-in must be active and not assumed. Please therefore complete the relevant Consent Form(s) that match the description of your association with the College and that of your child, if they are aged 11 or 12 years, once you have read this information. Pupils aged 13+ will complete their own consent form. This privacy notice provides detailed information about how we process personal data. It emphasises the need for transparency over how we use your personal data and your right to be informed. Individuals have the right to confirmation that their data is being processed and access to the personal data being processed. Individuals also have a right to object and withdraw from data being processed. Please read this notice carefully and if you have questions regarding your personal data or its use, or if you have any queries before you opt-in, or wish to withdraw your consent, please contact the College directly by emailing coo@brookehouse.com or telephone 01858 462452; or, by post Data & GDPR Controller (DGC), Brooke House College, 12 Leicester Road, Market Harborough, LE16 7AU.

2. TYPES OF PERSONAL DATA WE PROCESS

We process personal data about prospective, current and past pupils and their parents, agents and pupil representatives; staff, suppliers and contractors; sponsors, friends and supporters; and other individuals connected to or visiting the College.

The personal data we process takes different forms – it may be factual information, expressions of opinion, images or other recorded information which identifies or relates to a living individual.

Examples include:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- family details;
- admissions, academic, disciplinary and other education related records, information about special educational needs, references, examination scripts and marks;
- education, recruitment and employment data;
- images, audio and video recordings;
- financial information
- CPD courses, meetings or training events attended.

As a College, we need to process special category personal data, eg: concerning health, ethnicity, religion and criminal records information about some individuals. We do so in accordance with applicable law, including with respect to safeguarding or employment or by explicit consent.

3. COLLECTING, HANDLING AND SHARING PERSONAL DATA

We collect most of the personal data we process directly from either the individual concerned, or from pupils' parents, guardians or representatives. In some cases, we collect data from third parties, including referees for employment, previous schools attended by pupils, the Disclosure and Barring Service, or professionals or authorities working with the individual, or from publicly available resources.

Personal data held by us is processed by appropriate members of staff for the purposes for which the data was provided. We 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 college systems. Where we transfer personal data outside of the European Economic Area, we have confirmed GDPR compliance, with adequate protection for the rights of data subjects. In the course of college business, we share personal data where appropriate with third parties such as the local doctors, dentist, opticians, the college's professional advisors and relevant authorities (eg; Leicestershire County Council, DBS, NCTL, UK Visas and Immigration, HMRC, Now Pensions, Department for Education and Department for Work and Pensions). Some of our systems are provided by third parties, eg hosted MIS database (iSAMS), school website, school portal, or cloud storage providers (Dropbox). This is always subject to contractual assurances that personal data will be kept securely and only in accordance with our specific directions and the GDPR. We do not share or sell personal data to other organisations for their own purposes. We do not use any automated decision making tools for individual profiling to process any data.

4. PURPOSES FOR WHICH WE PROCESS PERSONAL DATA

We process personal data to support the College's operation as an independent boarding school for Pupils aged 11 upwards, and in particular for:

- The admission of pupils;
- The provision of education to pupils including the administration of the school curriculum and timetable; monitoring pupil progress and educational needs; reporting on the same internally and to parents; administration of pupils' entries to public examinations, reporting upon and publishing the results; providing references for pupils (including after a pupil has left);
- The provision of educational support and related services to pupils (and parents) including the maintenance of discipline; provision of careers services; administration of sports fixtures and teams, school trips; provision of the school's IT and communications system, all in accordance with our IT policies;
- The safeguarding of pupils' welfare and provision of pastoral care, welfare, health care and in boarding houses;
- The research into and development of effective teaching and learning methods
- Compliance with legislation and regulation set by the Home Office for Tier 4 Visa issuance, including the preparation of information for inspection by the Independent Schools Inspectorate, submission of annual census information to the Independent Schools Council and Department for Education;
- Operational management including the compilation of pupil records; the administration of invoices, fees and accounts; the management of the College's property; the management of security and safety arrangements, including the monitoring of the school's IT and communications systems in accordance with our Acceptable Use Policy; management planning and forecasting; research and statistical analysis; the administration and implementation of the College's rules and policies for pupils and staff; the maintenance of historic archives and other operational purposes;
- Staff administration including the recruitment of staff/ engagement of contractors (including compliance with DBS procedures); administration of payroll, pensions and sick leave; review and appraisal of staff performance; conduct of any grievance, capability or disciplinary procedures; and the maintenance of appropriate human resources records for current and former staff; and providing references;
- The promotion of the College through its own websites, the prospectus and other publications and communications, including through our social media channels;
- Maintaining relationships with the wider school community by communicating with the body of current and former pupils and/or their parents or guardians and organising events. The processing set out above is carried out to fulfil our legal obligations, including those under our terms and conditions for parents and staff employment contracts.

5. HOW LONG WE KEEP PERSONAL DATA

We retain personal data only for a legitimate and lawful reason and only for so long as necessary or required by law. We have adopted Records Retention Guidelines from the Information & Records Management Society for Schools, which set out the time period for which different categories of data are kept. If you have any specific queries about our record retention periods, or wish to request that your personal data is considered for erasure, please contact coo@brookehouse.com.

6. YOUR RIGHTS

You have various rights under Data Protection Law to access and understand the personal data we hold about you, and in some cases to ask for it to be erased or amended or for us to stop processing it, but subject to certain exemptions and limitations. You always have the right to withdraw consent, where given, or otherwise object to receiving generic communications. Please be aware however that the school may have another lawful reason to process the personal data in question even without your consent. That reason will usually have been asserted under this Privacy Notice, or may exist under some form of contract or agreement with the individual, e.g. an employment contract or under the Terms and Conditions for Parents, or because of a purchase of goods or services. If you would like to access or amend your personal data, or would like it to be transferred to another person or organisation, or have some other objection to how your personal data is used, please make your request in writing to coo@brookehouse.com. We will 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 privilege. We are 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.

7. PUPIL DATA

The rights under Data Protection legislation belong to the individual to whom the data relates. However, we 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, we 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, we may be under an obligation to maintain confidentiality unless, in our 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 can make subject access requests for their own personal data, provided that they have sufficient maturity (age 13+) to understand the request they are making.

A person with parental responsibility will generally be entitled to make a subject access request.

A pupil of any age may ask a parent or other representative to make a subject access request on their behalf. Moreover (if of sufficient maturity) their consent or authority may need to be sought by the parent making such a request.

8. CHANGE OF DETAILS

We try to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Please notify coo@brookehouse.com of any significant changes to important information, such as contact details, held about you.

9. THIS POLICY

Our privacy notice should be read in conjunction with our other policies and terms and conditions which make reference to personal data, including our Safeguarding Policy, Health & Safety Policies and the Acceptable Use of IT Policy.

We will update this Privacy Notice from time to time. Any substantial changes that affect how we process your personal data will be notified on our website and to you directly, as far as practicable. If you believe that we have not complied with this policy or have acted otherwise than in accordance with Data Protection Law, you should notify coo@brookehouse.com. You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with us before involving them. Their contact details are:-

Telephone. 0303 123 1113. Or <https://ico.org.uk/concerns/>

Authorised by	resolution of the Board of Directors
Signed	
	On behalf of the Board of Directors
Date	August 2021

Schedule of Updates

Date document updated	Document updated by	Summary update/comments	Location of saved file
July 2020	MCO	Noting the college is singular and Engage is now iSAMS	Dropbox – SMT – Policies Final
July 2021	MCO	Updated due to change from Bursar to COO	Dropbox – SMT – Policies 2021-2022

Schedule of Review

Date of document review	Reviewed by	Scheduled date of next review
July 2018	MCO	July 2019
July 2019	MCO	July 2020
July 2020	MCO	July 2021
July 2021	MCO	July 2022