

# HALCYON

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## Privacy Policy

*This policy has due regard to legislation, including, but not limited to the following: The UK General Data Protection Regulation (GDPR); Data Protection Act (DPA) 2018; The Freedom of Information Act 2000; The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016); The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004; The School Standards and Framework Act 1998; The Privacy and Electronic Communications Regulations 2003 (as amended in 2004, 2011, 2015, 2016 and 2018); The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019*

*This policy will also have regard to the following guidance: Information Commissioner's Office latest UK GDPR guidance and resources; Information Commissioner's Office latest guidance for schools, universities and colleges*

*This policy should be understood alongside, and in conjunction with, the full suite of [Halcyon policies](#), and in particular: Acceptable Use Policy (Staff); Acceptable Use Policy (Students); Code of Conduct; Complaints Policy; Confidentiality Policy; Employee Privacy Notice; Online Safety Policy; Safeguarding & Promoting Welfare of Children Policy; and the Staff Handbook.*

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## 1. Statement of intent

**Halcyon London International School** (the School) is required to keep and process certain information about its staff members and pupils in accordance with its legal obligations under the General Data Protection Regulation (GDPR) as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 (EUWA) (as retained EU law) from 23:00 on 31 December 2020 and as it is amended or replaced from time to time.

The School may, from time to time, be required to share personal information about its staff or pupils with other organisations, other schools and educational bodies, and potentially social services.

This policy is in place to ensure all staff and trustees are aware of their responsibilities and outlines how the School complies with the following core principles of the GDPR.

Organisational methods for keeping data secure are imperative, and **Halcyon London International School** believes that it is good practice to keep clear practical policies, backed up by written procedures.

This policy complies with the requirements set out in the GDPR, which came into effect on 25 May 2018, and as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 (EUWA) (as retained EU law). The new regime is known as UK GDPR.

## 2. Applicable data

- a. For the purpose of this policy, personal data refers to information that relates to an identifiable, living individual, including both automated and manual data. Examples of personal data relevant to the School include:
  - i. Names, dates of birth, and addresses. *Example: Contact details recorded in student or staff profiles for communication purposes.*
  - ii. Exam results *Example: Assessment grades and transcripts maintained to track academic progress and certification.*
  - iii. Employment information. *Example: Professional qualifications and employment contracts stored for organisational records.*
  - iv. Behaviour records. *Example: Notes about adherence to the code of conduct or disciplinary actions taken.*

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- v. Medical details. *Example: Health plans detailing medical conditions or allergies to ensure safety and accessibility. A record of a student's allergy to peanuts shared with staff for meal planning and awareness.*
  - vi. CCTV footage, photos, and video recordings. *Example: Video recordings from on-premises security cameras or photos from School activities.*
- b. In addition to personal data defined in Section 2a, the School processes the following categories of **sensitive data** and **criminal offence data**, which require additional protection under UK GDPR. Examples specific to a secondary school context are included for clarity:
- i. Sensitive data (Special categories of personal data under UK GDPR):
    - o Racial or ethnic origin. *Example: A student's ethnicity recorded for EAL (English as an Additional Language) support. Ethnicity recorded to support diversity monitoring and equal opportunities reporting.*
    - o Political opinions. *Example: Views documented in the context of academic discussions on global politics or ethics.*
    - o Religious or philosophical beliefs. *Example: Religious or philosophical affiliations noted to provide appropriate accommodations, such as prayer spaces or dietary adjustments.*
    - o Trade union membership. *Example: Trade union membership recorded for administrative or payroll purposes.*
    - o Genetic data. *Example: A genetic condition such as sickle cell anemia documented in a student's healthcare plan.*
    - o Biometric data (used for identification purposes). *Example: Fingerprint scans for access to the cashless catering system.*
    - o Data concerning health, including medical conditions and special educational needs *Example: An EHCP (Education, Health, and Care Plan) outlining support for a student with ADHD.*
    - o Data concerning a person's sex life or sexual orientation *Example: Voluntarily shared information used for diversity monitoring or pastoral support.*
- c. Criminal Offence Data refers to personal information about an individual's criminal convictions, offences, or related security measures. This includes details of any past or current:
- i. Criminal convictions and sentences. *Example: Records of background checks conducted for compliance with safeguarding policies.*
  - ii. Criminal charges, allegations, investigations, or proceedings. *Example: Notes on police investigations or legal matters involving individuals within the school community.*

### 3. Principles

Article 5 of the UK GDPR sets out seven key principles which lie at the heart of the general data protection regime.

Article 5(1) requires that personal data shall be:

- a. Processed lawfully, fairly and in a transparent manner in relation to individuals.
- b. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- c. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- d. Accurate and, where necessary, kept up-to-date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- e. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
- f. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- g. The GDPR also requires that “the controller shall be responsible for, and able to demonstrate, compliance with the principles”.

### 4. Accountability

- a. **The School** will implement appropriate technical and organisational measures to demonstrate that data is processed in line with the principles set out in the GDPR.
- b. The **School** will provide comprehensive, clear and transparent privacy policies.

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- c. Records of activities relating to higher risk processing will be maintained, such as the processing of special categories data or that in relation to criminal convictions and offences.
- d. Internal records of processing activities will include the following:
  - i. Name and details of the organisation
  - ii. Purpose(s) of the processing
  - iii. Description of the categories of individuals and personal data
  - iv. Retention schedules
  - v. Categories of recipients of personal data
  - vi. Description of technical and organisational security measures
  - vii. Details of transfers to third countries (including EEA countries from 23:00 on 31 December 2020) (including EEA countries from 23:00 on 31 December 2020), including documentation of the transfer mechanism safeguards in place
- e. The School will implement measures that meet the principles of data protection by design and data protection by default, such as:
  - i. Data minimisation.
  - ii. Pseudonymisation.
  - iii. Transparency.
  - iv. Allowing individuals to monitor processing.
  - v. Continuously creating and improving security features.
- f. Data protection impact assessments will be used, where appropriate.

## 5. Data protection officer (DPO)

Halcyon's DPO is **Kate Fox** contactable at [dpo@halcyonschool.com](mailto:dpo@halcyonschool.com)

- a. A DPO, or their representative(s),
  - i. Informs and advises the School and its employees about their obligations to comply with the GDPR and other data protection laws.
  - ii. Monitors the School's compliance with the GDPR and other laws, including managing internal data protection activities, advising on data protection impact assessments, conducting internal audits, and provides the required training to staff members.
- b. The individual appointed as DPO will have professional experience and knowledge of data protection law, particularly in relation to schools.
- c. The DPO will report to the highest level of management at the School, which is the **Director**
- d. The DPO will operate independently and will not be dismissed or penalised for performing their task.
- e. Sufficient resources will be provided to the DPO to enable them to meet their GDPR obligations.

## 6. Lawful processing

- a. The legal basis for processing data will be identified and documented prior to data being processed.
- b. Under the GDPR, personal data will be lawfully processed under the following conditions:
  - i. the consent of the data subject has been obtained; or
  - ii. the processing is necessary for one or more of the following reasons:
    - Compliance with a legal obligation.
    - The performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
    - For the performance of a contract with the data subject or to take steps to enter into a contract.
    - Protecting the vital interests of a data subject or another person.
    - For the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.
- c. In addition, sensitive data will only be processed under the following conditions:
  - i. Explicit consent of the data subject, unless reliance on consent is prohibited by law.
  - ii. Processing carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without consent.
  - iii. Processing relates to personal data manifestly made public by the data subject.
  - iv. Processing is necessary for:
    - Carrying out obligations under employment, social security or social protection law, or a collective agreement.
    - Protecting the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent.
    - The establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity.
    - Reasons of substantial public interest on the basis of UK law which is proportionate to the aim pursued and which contains appropriate safeguards.
    - The purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of UK law or a contract with a health professional.

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- Reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of healthcare and of medicinal products or medical devices.
- Archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes in accordance with Article 89(1).

## 7. When consent is the basis for data processing

- a. Consent must be a positive indication. It cannot be inferred from silence, inactivity or pre-ticked boxes.
- b. Consent will only be accepted where it is freely given, specific, informed and an unambiguous indication of the individual's wishes.
- c. Where consent is given, a record will be kept documenting how and when consent was given.
- d. The School ensures that consent mechanisms meet the standards of the GDPR. Where the standard of consent cannot be met, an alternative legal basis for processing the data must be found, or the processing must cease.
- e. Consent accepted under the DPA will be reviewed to ensure it meets the standards of the GDPR; however, acceptable consent obtained under the DPA will not be re-obtained.
- f. Consent can be withdrawn by the individual at any time, except in circumstances where processing is based on another legal basis in addition to consent. For example, where the processing is necessary to comply with a legal obligation, to perform a task carried out in the public interest, or to fulfil a contractual requirement, the processing may continue despite the withdrawal of consent. Additionally, where data has already been used to carry out an action (e.g., submitting regulatory reports or fulfilling legal requirements), the withdrawal of consent cannot undo the previous lawful use of the data. In such cases, the School will communicate to the individual the extent to which their withdrawal of consent can be honoured and the reasons why certain processing must continue.
- g. The consent of parents will be sought prior to the processing of a child's data, except where the processing is related to preventative or counselling services offered directly to a child.

## 8. The right to be informed

- a. The privacy notice supplied to individuals in regards to the processing of their personal data will be written in clear, plain language which is concise, transparent, easily accessible and free of charge.



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- b. If services are offered directly to a child, the School will ensure that the privacy notice is written in a clear, plain manner that the child will understand.
- c. In relation to data obtained both directly from the data subject and not obtained directly from the data subject, the following information will be supplied within the privacy notice:
  - i. The identity and contact details of the controller, and where applicable, the controller's representative and the DPO.
  - ii. The purpose of, and the legal basis for, processing the data.
  - iii. The legitimate interests of the controller or third party.
  - iv. Any recipient or categories of recipients of the personal data.
  - v. Details of transfers to third countries and the safeguards in place.
  - vi. The retention period of criteria used to determine the retention period.
  - vii. The existence of the data subject's rights, including the right to:
    - o Withdraw consent at any time
    - o Submit a complaint with a supervisory authority.
  - viii. The existence of automated decision-making, including profiling, how decisions are made, the significance of the process and the consequences.
- d. Where data is obtained directly from the data subject, information regarding whether the provision of personal data is part of a statutory or contractual requirement and the details of the categories of personal data, as well as any possible consequences of failing to provide the personal data, will be provided.
- e. Where data is not obtained directly from the data subject, information regarding the source the personal data originates from and whether it came from publicly accessible sources, will be provided.
- f. For data obtained directly from the data subject, this information will be supplied at the time the data is obtained.
- g. In relation to data that is not obtained directly from the data subject, this information will be supplied:
  - i. Within one month of having obtained the data.
  - ii. If disclosure to another recipient is envisaged, at the latest, before the data are disclosed.
  - iii. If the data are used to communicate with the individual, at the latest, when the first communication takes place.

## 9. The right of access

- a. Individuals have the right to obtain confirmation that their data is being processed.

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- b. Individuals have the right to submit a [subject access request \(SAR\)](#) to gain access to their personal data in order to verify the lawfulness of the processing.
- c. The School will verify the identity of the person making the request before any information is supplied.
- d. A copy of the information will be supplied to the individual free of charge; however, the School may impose a 'reasonable fee' to comply with requests for further copies of the same information.
- e. Where a SAR has been made electronically, the information will be provided in a commonly used electronic format.
- f. All requests will be responded to without delay and at the latest, within one month of receipt. However, where a request is manifestly unfounded, excessive or repetitive, a reasonable fee will be charged and/or the School may refuse to act on such a request. All fees will be based on the administrative cost of providing the information.
- g. In the event of numerous or complex requests, the period of compliance will be extended by a further two months. The individual will be informed of this extension, and will receive an explanation of why the extension is necessary, within one month of the receipt of the request.
- h. Where a request is manifestly unfounded or excessive, the School holds the right to refuse to respond to the request. Examples of such requests include those made with malicious intent, for harassment, or with no basis in the individual's rights. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the supervisory authority and to a judicial remedy, within one month of the refusal.
- i. In the event that a large quantity of information is being processed about an individual, the School will ask the individual to specify the information the request is in relation to.

## 10. The right to rectification

- a. Individuals are entitled to have any inaccurate or incomplete personal data rectified.
- b. Where the personal data in question has been disclosed to third parties, the School will inform them of the rectification where possible.
- c. Where appropriate, the School will inform the individual about the third parties that the data has been disclosed to.
- d. Requests for rectification will be responded to within one month; this will be extended by two months where the request for rectification is complex.

- e. Where no action is being taken in response to a request for rectification, the School will explain the reason for this to the individual, and will inform them of their right to complain to the supervisory authority and to a judicial remedy.

## 11. The right to erasure

- a. Individuals hold the right to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- b. Individuals have the right to erasure in the following circumstances:
  - i. Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed
  - ii. When the individual withdraws their consent
  - iii. When the individual objects to the processing and there is no overriding legitimate interest for continuing the processing
  - iv. The personal data was unlawfully processed
  - v. The personal data is required to be erased in order to comply with a legal obligation
  - vi. The personal data is processed in relation to the offer of information society services to a child
- c. The School has the right to refuse a request for erasure where the personal data is being processed for the following reasons:
  - i. To exercise the right of freedom of expression and information
  - ii. To comply with a legal obligation for the performance of a public interest task or exercise of official authority
  - iii. For public health purposes in the public interest
  - iv. For archiving purposes in the public interest, scientific research, historical research or statistical purposes

### The exercise or defence of legal claims

- d. As a child may not fully understand the risks involved in the processing of data when consent is obtained, special attention will be given to existing situations where a child has given consent to processing and they later request erasure of the data, regardless of age at the time of the request.
- e. Where personal data has been disclosed to third parties, they will be informed about the erasure of the personal data, unless it is impossible or involves disproportionate effort to do so.

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- f. Where personal data has been made public within an online environment, the School will inform other organisations who process the personal data to erase links to and copies of the personal data in question.

## 12. The right to restrict processing

- a. Individuals have the right to block or suppress the School's processing of personal data.
- b. In the event that processing is restricted, the School will store the personal data, but not further process it, guaranteeing that just enough information about the individual has been retained to ensure that the restriction is respected in future.
- c. The School will restrict the processing of personal data in the following circumstances:
  - i. Where an individual contests the accuracy of the personal data, processing will be restricted until the School has verified the accuracy of the data
  - ii. Where an individual has objected to the processing and the School is considering whether their legitimate grounds override those of the individual
  - iii. Where processing is unlawful and the individual opposes erasure and requests restriction instead
  - iv. Where the School no longer needs the personal data but the individual requires the data to establish, exercise or defend a legal claim
- d. If the personal data in question has been disclosed to third parties, the School will inform them about the restriction on the processing of the personal data, unless it is impossible or involves disproportionate effort to do so.
- e. The School will inform individuals when a restriction on processing has been lifted.

## 13. The right to data portability

- a. Individuals have the right to obtain and reuse their personal data for their own purposes across different services.
- b. Personal data can be easily moved, copied or transferred from one IT environment to another in a safe and secure manner, without hindrance to usability.
- c. The right to data portability only applies in the following cases:
  - i. To personal data that an individual has provided to a controller
  - ii. Where the processing is based on the individual's consent or for the performance of a contract
  - iii. When processing is carried out by automated means

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- d. Personal data will be provided in a structured, commonly used and machine-readable form.
- e. The School will provide the information free of charge.
- f. Where feasible, data will be transmitted directly to another organisation at the request of the individual.
- g. **The School** is not required to adopt or maintain processing systems which are technically compatible with other organisations.
- h. In the event that the personal data concerns more than one individual, the School will consider whether providing the information would prejudice the rights of any other individual.
- i. The School will respond to any requests for portability within one month.
- j. Where the request is complex, or a number of requests have been received, the timeframe can be extended by two months, ensuring that the individual is informed of the extension and the reasoning behind it within one month of the receipt of the request.
- k. Where no action is being taken in response to a request, the School will, without delay and at the latest within one month, explain to the individual the reason for this and will inform them of their right to complain to the supervisory authority and to a judicial remedy.

## 14. The right to object

- a. The School will inform individuals of their right to object at the first point of communication, and this information will be outlined in the privacy notice and explicitly brought to the attention of the data subject, ensuring that it is presented clearly and separately from any other information.
- b. Individuals have the right to object to the following:
  - i. Processing based on legitimate interests or the performance of a task in the public interest
  - ii. Direct marketing
  - iii. Processing for purposes of scientific or historical research and statistics.
- c. Where personal data is processed for the performance of a legal task or legitimate interests:
  - i. An individual's grounds for objecting must relate to his or her particular situation.
  - ii. The School will stop processing the individual's personal data unless the processing is for the establishment, exercise or defence of legal claims, or, where the School can demonstrate compelling legitimate grounds for the processing, which override the interests, rights and freedoms of the individual.

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- d. Where personal data is processed for direct marketing purposes:
  - i. The School will stop processing personal data for direct marketing purposes as soon as an objection is received.
  - ii. The School cannot refuse an individual's objection regarding data that is being processed for direct marketing purposes.
- e. Where personal data is processed for research purposes:
  - i. The individual must have grounds relating to their particular situation in order to exercise their right to object.
  - ii. Where the processing of personal data is necessary for the performance of a public interest task, the School is not required to comply with an objection to the processing of the data.
- f. Where the processing activity is outlined above, but is carried out online, the School will offer a method for individuals to object online.

## 15. Privacy by design and privacy impact assessments

- a. The School will act in accordance with the GDPR by adopting a privacy-by-design approach and implementing technical and organisational measures which demonstrate how the School has considered and integrated data protection into processing activities.
- b. Data protection impact assessments (DPIAs) will be used to identify the most effective method of complying with the School's data protection obligations and meeting individuals' expectations of privacy.
- c. DPIAs will allow the School to identify and resolve problems at an early stage, thus reducing associated costs and preventing damage from being caused to **the School's** reputation which might otherwise occur.
- d. A DPIA will be used when using new technologies or when the processing is likely to result in a high risk to the rights and freedoms of individuals.
- e. A DPIA will be used for more than one project, where necessary.
- f. High risk processing includes, but is not limited to, the following:
  - i. Systematic and extensive processing activities, such as profiling
  - ii. Large scale processing of special categories of data or personal data which is in relation to criminal convictions or offences

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- g. The School will ensure that all DPIAs include the following information:
  - i. A description of the processing operations and the purposes
  - ii. An assessment of the necessity and proportionality of the processing in relation to the purpose
  - iii. An outline of the risks to individuals
  - iv. The measures implemented in order to address risk
- h. Where a DPIA indicates high-risk data processing, the School will consult the ICO to seek its opinion as to whether the processing operation complies with the GDPR.

## 16. Data breaches

- a. The term 'personal data breach' refers to a breach of security which has led to the destruction, loss, alteration, or unauthorised disclosure of, or access to, personal data.
- b. The **Director** will ensure that all staff members are made aware of, and understand, what constitutes a data breach as part of their continuous development training.
- c. Where a breach is likely to result in a risk to the rights and freedoms of individuals, the relevant supervisory authority will be informed.
- d. All notifiable breaches will be reported to the relevant supervisory authority within 72 hours of the School becoming aware of it.
- e. The risk of the breach having a detrimental effect on the individual, and the need to notify the relevant supervisory authority, will be assessed on a case-by-case basis.
- f. In the event that a breach is likely to result in a high risk to the rights and freedoms of an individual, the School will notify those concerned directly.
- g. A 'high risk' breach means that the threshold for notifying the individual is higher than that for notifying the relevant supervisory authority.
- h. In the event that a breach is sufficiently serious, the public will be notified without undue delay.
- i. Effective and robust breach detection, investigation and internal reporting procedures are in place at the School, which facilitate decision-making in relation to whether the relevant supervisory authority or the public need to be notified.
- j. Within a breach notification, the following information will be outlined:
  - i. The nature of the personal data breach, including the categories and approximate number of individuals and records concerned

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- ii. The name and contact details of the DPO
  - iii. An explanation of the likely consequences of the personal data breach
  - iv. A description of the proposed measures to be taken to deal with the personal data breach
  - v. Where appropriate, a description of the measures taken to mitigate any possible adverse effects
- k. Failure to report a breach when required to do so will result in a fine, as well as a fine for the breach itself.

## 17. Data security

- a. Confidential paper records will be kept in a locked filing cabinet, drawer or safe, with restricted access.
- b. Confidential paper records will not be left unattended or in clear view anywhere with general access.
- c. Digital data is coded, encrypted or password-protected, both on a local hard drive and on a network drive that is regularly backed up off-site.
- d. Where data is saved on removable storage or a portable device, the device will be kept in a locked filing cabinet, drawer or safe when not in use.
- e. Memory sticks will not be used to hold personal information unless they are password-protected and fully encrypted.
- f. All electronic devices are password-protected to protect the information on the device in case of theft.
- g. Where possible, the School enables electronic devices to allow the remote blocking or deletion of data in case of theft.
- h. Staff and trustees will not use their personal laptops or computers for school purposes.
- i. All necessary members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password.
- j. Emails containing sensitive or confidential information are password-protected if there are unsecure servers between the sender and the recipient.
- k. Circular emails to parents are sent blind carbon copy (bcc), so email addresses are not disclosed to other recipients.
- l. When sending confidential information by fax, staff will always check that the recipient is correct before sending.



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- m. Where personal information that could be considered private or confidential is taken off the premises, either in electronic or paper format, staff will take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from the School premises accepts full responsibility for the security of the data.
- n. Before sharing data, all staff members will ensure:
  - i. They are allowed to share it.
  - ii. That adequate security is in place to protect it.
  - iii. Who will receive the data has been outlined in a privacy notice.
- o. Under no circumstances are visitors allowed access to confidential or personal information. Visitors to areas of the School containing sensitive information are supervised at all times.
- p. The physical security of the School's buildings and storage systems, and access to them, is reviewed on a **termly** basis. If an increased risk of vandalism/burglary/theft is identified, extra measures to secure data storage will be put in place.
- q. **The School** takes its duties under the GDPR seriously and any unauthorised disclosure may result in disciplinary action.
- r. The **Data Protection Officer** is responsible for continuity and that recovery measures are in place to ensure the security of protected data.

## 18. Publication of information

- a. **The School** outlines classes of information that will be made routinely available, including:
  - i. Policies and procedures
  - ii. Annual reports
  - iii. Financial information
- b. Classes of information specified in the publication scheme are made available quickly and easily on request.
- c. **The School** will not publish any personal information, including photos, on its website without the permission of the affected individual.
- d. When uploading information to the School website, staff are considerate of any metadata or deletions which could be accessed in documents and images on the site.

### 19. CCTV and photography

- a. The School understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles.
- b. The School notifies all pupils, staff and visitors of the purpose for collecting CCTV images via notice boards, letters and email.
- c. Cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.
- d. CCTV for the Halcyon campus (exterior of the building and reception) is managed and processed by West London Synagogue, and is processed under their data protection policy. Additionally, the CCTV camera in the third-floor stairwell, which is operated and managed by the School, is specifically installed to ensure that no student goes past the barrier onto the roof, enhancing safety.
- e. The School will always indicate its intentions for taking photographs of pupils and will obtain permission before publishing them.
- f. If the School wishes to use images/video footage of pupils in a publication, such as the School website, prospectus, or recordings of School plays, written permission will be sought for the particular usage from the parent of the pupil.
- g. Images captured by individuals for recreational/personal purposes, and videos made by parents for family use, are exempt from the GDPR.

### 20. Data retention

- a. Data will not be kept for longer than is necessary. The recommended retention period for each category of personal data is set out in a Retention Schedule. However, the School retains discretion to assess this on a case-by-case basis and retention periods may vary according to the circumstances. The retention periods stated in the Retention Schedule may not include a 'cleansing period' in which the School will take steps to securely dispose of the information.
- b. Some educational records relating to former pupils or employees of the School may be kept for an extended period for legal reasons, but also to enable the provision of references or academic transcripts. Occasionally there may be special circumstances which mean that a record should be kept for longer than the recommended period (for example where there is a risk of litigation, at the request of insurers or a request from an outside regulatory body). However, this should be kept under review (and may require legal advice).
- c. Unrequired data will be securely deleted as soon as practicable.

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- d. Paper documents will be shredded or pulped, and electronic memories scrubbed clean or destroyed, once the data should no longer be retained.

## 21. DBS data

- a. All data provided by the DBS will be handled in line with data protection legislation; this includes electronic communication.
- b. Data provided by the DBS will never be duplicated.
- c. Any third parties who access DBS information will be made aware of the data protection legislation, as well as their responsibilities as a data handler.

## 22. International Transfers of Personal Data

The School recognises its obligation to ensure that any personal data transferred outside the jurisdiction complies with applicable data protection laws, including the GDPR.

### a. Lawful Basis for Transfers

Personal data will only be transferred to countries or organizations where:

- i. An adequacy decision has been issued by the relevant supervisory authority (e.g., the EU Commission for GDPR compliance).
- ii. Appropriate safeguards are in place, such as standard contractual clauses, binding corporate rules, or explicit consent from the individual.

### b. Safeguards

The School will implement necessary safeguards to protect personal data during international transfers, ensuring the data remains secure and the rights and freedoms of individuals are not compromised.

### c. Transparency

Where personal data is subject to international transfer, individuals will be informed of:

- i. The country or organisation receiving the data.
- ii. The legal basis for the transfer.
- iii. The safeguards implemented to protect their data.

### d. Data Subject Rights

Individuals retain their rights over their data, even if transferred internationally. The School will ensure individuals can exercise their rights, such as access, rectification, and erasure, regardless of the location of the data.

### e. Periodic Reviews

The School will periodically review international transfer arrangements to ensure ongoing compliance with legal obligations.

## 23. Sharing Data with the Department for Education (DfE)

The School is required to share personal data with the Department for Education (DfE) to comply with statutory obligations and ensure the effective operation of the education system.

### a. Purpose of Data Sharing

The data shared with the DfE is used for the following purposes:

- i. Informing funding allocations and financial planning.
- ii. Monitoring and developing education policy.
- iii. Assessing School accountability and performance.
- iv. Supporting educational research and statistical analysis.

### b. Lawful Basis for Sharing

The School shares data with the DfE under the following legal bases:

- i. Compliance with a legal obligation: GDPR Article 6(1)(c).
- ii. Public interest: GDPR Article 6(1)(e).

Each statutory data collection or census guide specifies the legislation authorising the collection, ensuring compliance with data protection laws.

### c. Categories of Data Shared

The categories of personal data shared may include:

- i. Personal identifiers (e.g., name, date of birth, address).
- ii. Academic information (e.g., attendance, assessments, exam results).
- iii. Demographic details (e.g., gender, ethnicity, eligibility for free school meals).

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- iv. Special educational needs and disability (SEND) information.

## d. Transparency and Privacy Notice

The School includes detailed information about the personal data shared with the DfE in its privacy notice.

## e. Security and Data Minimisation

- i. The School ensures that only the minimum necessary data is shared with the DfE to fulfill its statutory obligations.
- ii. Data is transmitted securely in accordance with the School's data protection and security policies.

## f. Retention and Further Use by the DfE

Once shared, the DfE is responsible for determining how long the data is retained and how it is used.

## g. Rights of Data Subjects

Individuals retain their data protection rights, including the right to access, rectification, and erasure, as applicable. The School will assist individuals in exercising these rights and provide guidance on raising concerns with the DfE if necessary.

## 24. Queries and Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer. If you have any questions, concerns or would like more information about anything mentioned in this privacy statement, please contact our data protection officer: Kate Fox via [dpo@halcyonschool.com](mailto:dpo@halcyonschool.com) or on 020 7258 1169 or in writing to: Halcyon London International School, 33 Seymour Pl, London W1H 5AU

Alternatively, you can make a complaint to the Information Commissioner's Office:

- a. Report a concern online at <https://ico.org.uk/concerns/>
- b. Call 0303 123 1113
- c. Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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## 25. Policy review

- a. This policy is reviewed every year or as the circumstances dictate by the Data Protection Officer and the Director.

*Approved by Board of Trustees September 2020.*

*Revised August 2021. Approved by Board of Trustees October 7 2021*

*Revised November 2023. Approved by Board of Trustees December 12 2023*

*Reviewed and approved by the Board of Trustees, June 10 2025.*