How we use your information - Privacy Notice for Parents

Introduction

This notice is to tell you how we use the personal information or personal data we collect about you and your child and what we do with that information.

Pupils in Year 8 and above are deemed to be of the age appropriate to operate their own personal data rights. Parents may therefore also wish to view our Privacy Notice for Pupils.

Who we are

For the purposes of Data Protection legislation, the School is the Data Controller.

The postal address of the School is:
Felsted School
Felsted
Essex CM6 3LL

In this Privacy Notice, 'we' and 'us' means the School.

If you would like to contact us about your personal information you can contact our Data Protection Lead who is:

Rachel Earle
Head of Compliance
Felsted School
Felsted
Essex CM6 3LL
Email: compliance@felsted.org

What information we collect and hold

The categories of pupil, parent and guardian information that we process include:

- personal identifiers and contacts (such as name, date of birth, unique pupil number, contact details and address);
- bank details and other financial information (such as about parents who pay fees to the School);
- pupil characteristics (such as ethnicity, language, and country of birth);
- safeguarding information (including court orders and professional involvement);
- special educational needs and disabilities;
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements and medical treatment records) held and accessed by medical staff and by any teaching and pastoral or resident staff that need to be aware;
- admissions and attendance for pupils (such as sessions attended, number of absences, absence reasons, any previous schools attended and where pupils go when they leave us);

- assessment and attainment for pupils (including academic records and examination scripts and marks);
- pupil behavioural information (such as exclusions and any relevant alternative provision put in place);
- information to attend trips and activities;
- images of pupils engaging in school activities (including for the purpose of their education and/or sport performance);
- images captured by the School's CCTV system that are used for the purposes of safeguarding and promoting the welfare of pupils, staff and visitors and for the protection of property, in accordance with the Information Commissioner's Office (ICO) Code of Practice and the School's policy on taking, storing and using images of children;
- information required for authentication as part of the School's security (including the fob operated access system);
- information viewed and accessed as part of the School's online safety obligations, including monitoring and filtering of school accounts, devices and School Managed Chromebooks and any video recording of live lessons (if necessary for safeguarding purposes), in accordance with the School's Online Safety and ICT Acceptable Use Policy;
- information required for pupils attending school organised trips.

Why we collect and use this information

We collect and use information so that we can provide pupils with their education and to enable us to care for them, including:

- as part of the admissions process to admit pupils to the School including to administer the assessment and registration, selection and/or admission procedures for prospective pupils; communicating with the parents of prospective pupils about the School and generally managing relationships between the School and its prospective pupils;
- to deliver and support pupils education and learning, including musical education, physical training, spiritual development, career services, extra-curricular activities and to support any additional educational needs;
- to monitor and report on pupil progress;
- to provide appropriate pastoral care, to safeguard pupil's welfare and to keep pupils safe;
- to provide access to images (still and video) of pupils engaging in school activities, including recordings of school productions and live / recorded streaming of sports fixtures;
- to assess the quality of our services;
- to keep pupils safe;
- to enable all our pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils;
- to make use of photo and video images in school publications, on the School website and (where appropriate) on the School's social media channels;
- to monitor use of our IT and communications systems in accordance with our policies;
- for safety and security purposes, including CCTV;
- to give and receive information relating to the payment of fees;
- to comply with the statutory duties placed upon us.

The School processes special category personal data about your child (such as medical details) to ensure the School meets regulatory requirements and obligations including those under the Equality Act 2010.

We also collect and use information for us to operate as a school, including:

- to maintain relationships with the School community, including direct marketing or fundraising activity, see our Privacy Notice for our Advancement and Alumni Activity;
- for the purposes of donor due diligence, and to confirm the identity of prospective donors and their background and relevant interests, see our Privacy Notice for our Advancement and Alumni Activity;
- for the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law, market analysis and assessing pupil and parent satisfaction;
- to enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate;
- to give and receive information and references about past, current and prospective pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend; and to provide references to potential employers of past pupils;
- to secure funding for the School or on behalf of individual pupils;
- for maintenance of historic archive; and
- to comply with the law regarding data sharing.

The lawful basis on which we use this information

The use of information for these purposes is lawful for the following reasons:

- We have a legitimate interest in holding and using information because it is necessary in order to provide pupils with education and pastoral care and connected purposes.
- The School is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use information for the purposes of our functions in providing schooling, which is in the public interest.
- We do not usually need consent to use personal information, except for some use of images as per the Schools Taking, Storing and Using Images Policy. Where we do require consent we will contact you, or your child if your child is deemed to be of the age appropriate to provide their own consent.

In addition, concerning any special category data, for the purposes or provision of:

- Health, social care or treatment
- Public health
- Substantial public interest

Collecting information

For the majority of personal information, we ask for this directly when pupils join the School and for pupils and parents to let us know of any changes while pupils are with us. We may

also ask for additional information during a pupil's time at Felsted, for example in email communication, written assessments or trip permission.

We may also receive information about pupils from a previous school, local authority and/or the Department for Education (DfE).

Storing data

As a School we have lawful and necessary reasons to hold on to some information and we are required to keep certain records until pupils reach age 25, or beyond in some circumstances. After this time a record of pupils being at the School is stored within the School Archives. Our Alumni and Development Office also keep in touch with pupils once they have left the school.

The School Record Keeping Policy provides information on the records we store and how long for.

We take appropriate technical and organisational steps to ensure the security of personal data, including the use of technology and devices and access to school systems. We store most of our data on the school site servers or on servers and cloud storage based in the UK or within the European Union (EU). Some organisations which provide services to us may transfer data outside the European Economic Area (EAA) but we will only allow this if your or your child's data is adequately protected.

We may also need to transfer data for the purposes of school trips, if parents live overseas or if a pupil moves to a new school abroad. If this happens we will carry out checks and put security measures in place to make sure that it is safe to transfer the information. If we cannot be sure that it is safe then we will talk to parents and / or pupils to make sure that you are happy for us to send the information.

Who we may need to share information with

For the most part, personal information collected by the School will remain within the School, and will be accessed on a 'need to know' basis.

Some of our activity is carried out on our behalf by third parties, such as IT software systems, web developers, cloud storage providers and mailing services. We will always make sure we have in place agreements with any third parties processing personal data on our behalf, that personal information will be kept securely and only in accordance with our instructions.

We may need to share pupil and/or parent information with:

- schools that pupils move to if they leave Felsted and/or higher education institutions pupils apply to and schools / providers your child has previously attended who we will request information from;
- our local authority or the local authority a pupil lives in;
- the Department for Education (DfE);
- UK Visas and Immigration;
- other bodies and third parties for the purpose of a pupil's education, for example competitions, co-curricular activities (including trips), assessment and exam boards and disclosures connected with SEN support.

- We may also need to share information with law enforcement agencies who are discharging their statutory law enforcement functions. As part of our cyber security monitoring we share the Metadata of all traffic deemed to be suspicious with the Police for law enforcement purposes. The Data Controller with whom your data is shared is Essex Police.

Information disclosed to some people/services may include sensitive personal information. Usually this means information about health and any special educational needs or disabilities pupils have. We do this where it is in the pupils' vital interests for their personal information to be passed to other services.

Our disclosure of any sensitive personal data is lawful for the following reasons:

- The School is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We may not need consent to disclose your information. However, if at any time it appears to us that we would need consent then we will ask before a disclosure is made.

Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information that we hold about them.

To make a request for your personal information you will need to request this in writing to:
Head of Compliance
Felsted School
Felsted
Essex CM6 3LL
Email: compliance@felsted.org

Your rights

You have the right to:

- ask us for a copy of the information we have about you;
- ask us to correct any information we have about you if you think it is wrong;
- ask us to erase information about you (although we may have good reasons why we cannot do this);
- ask us to limit what we are doing with your information;
- object to what we are doing with your information;
- ask us to transfer your information to another organisation in a format that makes it easy for them to use;

There is more information in our Data Protection Policy.

Please also see the Terms and Conditions of the Parent Agreement.

Queries and Complaints

If you believe that the School has not complied with this Privacy Notice or acted otherwise than in accordance with data protection law, you should complete this online form with details of your complaint. The School will acknowledge your complaint within 30 days of receipt and will investigate and inform you of the outcome of your complaint without undue delay (keeping you informed of progress as necessary).

If you are not satisfied with the outcome of your complaint, or if you feel the School has not handled it appropriately, you have the right to complain to the Information Commissioner's Office (ICO).

Contact

If you would like to discuss anything in this Privacy Notice, please contact:

Head of Compliance
Felsted School
Felsted
Essex CM6 3LL
Email: compliance@felsted.org

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 6th May 2025.