



DAUNTSEY'S SCHOOL

PUPIL PRIVACY POLICY

1. Introduction

At Dauntsey's School, we are committed to protecting the privacy and personal data of our pupils. This notice explains how we collect, use, and share personal information about your child, and your rights as parents or guardians.

We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The School processes pupil data where this is necessary to meet our legal or contractual obligations, for our **legitimate interests**, to protect someone's **vital interests** and, in some circumstances, **with consent**.

2. What Information Do We Collect?

We only collect the **minimum amount of personal data necessary** to enable pupils to thrive during their time at Dauntsey's School. This may include:

- Name, date of birth, gender, and contact details
- Academic records, reports, assessments, and exam results
- Attendance and behavioural records
- Special educational needs (SEN) and support information
- Medical and health information (e.g. allergies, conditions)
- Pastoral and safeguarding records
- Photographs and video footage (e.g. for school events or records)
- Use of IT systems and digital learning tools
- Trip and activity information, including travel and dietary details

3. Why Do We Use Your Child's Data?

The School uses this data for purposes including:

- Providing education and monitoring progress
- Supporting pupils' welfare and delivering appropriate pastoral care
- Safeguarding pupils and meeting child protection obligations
- Enabling participation in assessments, exams, and national reporting
- Managing activities, clubs, trips, and school events
- Communicating with parents/carers about your child's education
- Supporting IT services and digital learning tools
- Complying with legal and regulatory requirements (e.g. inspections, safeguarding)
- Monitoring and improving school performance

4. Legal Bases for Processing

We process personal data where:

- It is necessary to perform a contract as a school
- We have a **legal obligation** (e.g. for safeguarding or reporting to authorities)
- It is in our **legitimate interests** as an independent school to provide education and support pupils
- It is required to protect someone's **vital interests** in an emergency

We have obtained consent, where this is the appropriate lawful basis (e.g. for certain uses of photographs)

Where consent is used, it will be **limited in time and scope**, and may be withdrawn at any time.

5. Who Do We Share Information With?

We may share limited, relevant data with trusted third parties including:

- Exam boards and assessment providers
- IT contractors and software providers (used for teaching, safeguarding, or administration)
- Health professionals or support services (e.g. school nurses, GPs)
- Education authorities, inspectors, or the Department for Education
- Other schools (e.g. during transitions or transfers)
- Professional photographers for school photos (with consent)

We only share data that is necessary, and only with organisations who meet our standards of security and confidentiality.

Where personal data is transferred outside the United Kingdom, the School will take appropriate steps to ensure that it is protected in accordance with Data Protection Law, including by using appropriate safeguards where these are required.

6. How We Keep Your Child's Data Safe

We take data protection seriously. We protect your child's personal data through:

- Secure IT systems with restricted access
- Confidentiality training for staff
- Clear procedures for data storage, sharing, and disposal
- Regular review of what data we hold and why

7. How Long Do We Keep Data?

We keep pupil records for as long as necessary to fulfil the purposes described in this notice, and to comply with legal, academic, or safeguarding obligations. Some data (e.g. exam results or safeguarding records) may need to be retained for longer periods. Further information is contained in the School's Data Retention and Disposal Policy, available on request.

8. Your Rights

Under UK data protection law, pupils have rights in relation to their personal data. Depending on the pupil's age, maturity and understanding, these rights may be exercised by the pupil themselves or by a parent on their behalf. These rights include:

- The right to access personal data we hold
- The right to request correction of inaccurate data
- The right to object to or restrict certain types of processing
- The right to request erasure of data (in limited cases)
- The right to withdraw consent where it has been given
- The right to complain to the Information Commissioner's Office (ICO)

Pupils aged 12 and over will generally be considered mature enough to exercise these rights themselves, although this will depend on the individual pupil and the circumstances.

9. Contact and Queries

If you have any questions or concerns about how we use personal data, or wish to exercise any data protection rights, please contact:

Data Protection Manager

Dauntsey's School

Email: bursar@dauntseys.org

The School will consider and respond to complaints about its use of personal data in accordance with Data Protection Law. If you remain dissatisfied with the School's response, you may make a complaint to the Information Commissioner's Office (ICO)

Bursar

Date: July 2026

Next Review: July 2027