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| Name of policy | Privacy Notice for Parents and Pupils |
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| This policy applies to (highlight as applicable): | Staff | Pupils | Parents |
| This policy applies to: | Senior | Junior | WCPS |

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| Staff member/s responsible for policy update and implementation: | Bursar/Head of Compliance |
| Frequency of review: | Annual |
| Date of last adoption: | Oct 23 |
| Date of next review: | July 24 |

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| Related policies: | Parent contract (terms and conditions) Guidance for Staff on the use of photos and videos of pupils Information and records retention policy Data protection policy |
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Policy sign-off and adoption

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| Reviewed by policy owner | Initials: | SLS | Date: | Oct 2023 |
| Reviewed by policy scrutiny group if applicable: | PSG/PPMB: | N/A | Date: | |
| Reviewed by governor committee if applicable: | Committee name: | N/A | Date: | |
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PRIVACY NOTICE FOR PARENTS AND PUPILS

Introduction

1.1 The Corporation of King's College School (the school) is a Data Controller for the purposes of Data Protection Law¹. The school takes its responsibilities for using personal information about individuals seriously. The school's primary reason for collecting, using and sharing personal information is to provide educational services to the children enrolled in the school.

1.2 This notice is intended to provide information about how the school will use or 'process' personal data about pupils and their parents, carers or guardians (referred to in this notice as 'parents'). It applies alongside any other information the school may provide about a particular use of personal data, for example when collecting data via an online or paper form. It also applies in addition to the school's Terms and Conditions and relevant policies made available to parents and pupils.

1.3 The Bursar, supported by the Head of Compliance, is responsible for data protection within the school. They will deal with any requests or enquiries regarding the school's uses of your personal data and endeavour to ensure that your personal data is processed in compliance with this notice and Data Protection Law. The Bursar and Head of Compliance can be contacted via email at bursar@kcs.org.uk

2 Types of personal data processed by the school

2.1 Personal data is information that identifies you as an individual and relates to you. Personal data processed by us will include by way of example:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- identification documents such as passport or birth certificate;
- past, present and prospective pupils' academic, disciplinary, admissions, safeguarding and attendance records, and work, examination scripts and marks;
- nationality and other immigration status information (eg the right to enter, live and study in the United Kingdom), including copies of passport information;
- employment details and bank details and other financial information, e.g. about parents (or others) who pay fees to the school;
- records of payments or donations and any anti-money laundering information we are required to collect by law;
- correspondence with and concerning parents and pupils;
- information about pupils' physical and mental health and any special needs and about any family circumstances that might affect pupils' welfare;
- audio recordings;
- references given or received by the school about pupils, and information provided by previous educational establishments and/or other professionals or organisations working with pupils; and
- images of pupils, and occasionally parents, engaging in school activities, and images captured by the school's CCTV system.

2.2 We may acquire this personal data in a number of ways. Generally, pupils and their parents provide us with personal data about themselves or their family directly. This may be via forms or documents, or in the ordinary course of interaction or communication (e.g. during discussions with staff, via email or through screening or assessment carried out by the school). We may also acquire personal data from third parties including other parents and pupils, other schools, other professionals or authorities working with the parent or pupil, from public authorities or from commercial sources.

3 Why the school needs to process personal data

3.1 In order to carry out our ordinary duties to pupils and parents, the school needs to process a wide range of personal data about individuals (including current, past and prospective pupils or parents) as part of its daily operation.

3.2 Some of this processing activity will be necessary in order for the school to fulfil its legal rights, duties and obligations, including those under a contract with parents.

3.3 Other uses of personal data will be made in accordance with the school's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data.

3.4 We expect that the following uses may fall within that category of our, or our school community's, 'legitimate interests':

- For the purposes of pupil selection and to confirm the identity of prospective pupils and their parents;

- To carry out credit, identity and source of funds checks, whether with previous schools and/or third party sources or service providers, including for the purposes of verifying that parents are not subject to (or within the purview of) sanctions;
- To provide education services, including musical education, physical education or spiritual development, career services, school visits and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Maintaining relationships with parents, pupils, alumni and the school community, including direct marketing or fundraising activity (for more information on this please see the Development Office Privacy Notice on the website);
 - For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law and for staff professional development;
- 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 enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils of the school;
- To safeguard pupils' welfare and provide appropriate pastoral care;
- To monitor (as appropriate) use of the school's IT and communications systems in accordance with the school's Child Protection and Safeguarding Policy, and Acceptable Use Policy for Pupils – ICT at King's;
- To make use of photographic images, video and/or audio recordings of pupils in school publications, on the school website and (where appropriate) on the school's social media channels in accordance with the school's guidance to staff on the Use of Photographs and Videos of Pupil as applicable;
- To enable us to provide a safe and secure environment including the use of health information for the protection of public health and the use of CCTV in accordance with the school's CCTV Policy;
- For regulatory record keeping/compliance purposes in respect of any immigration requirements;
- To carry out or cooperate with any school or external complaints, disciplinary or investigation process; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

3.5 In addition, we will on occasion need to process **special category personal data** (concerning for example health and ethnicity) or criminal records information (such as when carrying out DBS checks on parents hosting exchange students) in accordance with rights or duties imposed on us by law, including as regards safeguarding or from time to time by explicit consent where required. The reasons for processing this data include:

- To safeguard pupils' 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 or other relevant information where it is in the individual's interests to do so: for example for medical advice, for social or public health protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or organisers of school trips who need to be made aware of dietary or medical needs;
- To provide educational services in the context of any special educational needs of a pupil;
- As part of any school or external complaints, disciplinary or investigation process that involves such data, for example if there are SEND, health or safeguarding elements; or
- For legal and regulatory purposes (for example child protection, diversity monitoring, public health and health and safety) and to comply with our legal obligations and duties of care.

4 Access to personal data and sharing with third parties

4.1 For the most part, personal data collected by the school will remain within the school, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- medical records held by the school doctor and school nurses;
- counselling records held by the relevant counsellor;
- pastoral or safeguarding files.

4.2 However, a certain amount of any pupil's relevant medical, pastoral and SEND information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.

4.3 Occasionally, we may need to share your personal data with third parties, such as:

- individuals or organisations such as sports coaches, visiting music teachers, exam boards and awarding bodies or school visit providers in connection with assessment, learning and extra-curricular activities undertaken by pupils;
- another organisation, such as a university, to which a pupil or ex-pupil has applied and from which a request for a reference or other information about the pupil has been received;
- professional advisers (e.g. lawyers, insurers, PR advisers and accountants);
- an organisation to assist with our bursary application assessment process;
- government authorities (e.g. DfE, police, the local authority or local health protection team) and appropriate regulatory bodies; and
- others where required by law or where reasonably necessary for the operation of the school.

4.4 Pupils and parents are reminded that the school is under duties imposed by law and statutory guidance (including 'Keeping Children Safe in Education') to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on safeguarding files, and in some cases referrals to relevant authorities such as the LADO or police. For further information about this, please view the school's Child Protection and Safeguarding Policy.

4.5 We may send your personal data to other countries, including countries outside the EEA, for example in connection with: obtaining or providing references, organising overseas school visits or communicating with you when you are overseas. Your data may also be stored on computer servers based outside the EEA via cloud services such as those provided by Google or Microsoft 365.

4.6 Finally, in accordance with Data Protection Law, some of the school's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers. Wherever possible this is subject to contractual assurances that personal data will be kept securely and only in accordance with the school's specific directions.

5 Some specific examples

5.1 CCTV: We use CCTV recordings for the purposes of crime prevention and investigation and also in connection with our obligation to safeguard the welfare of pupils, staff and visitors to our site. CCTV recordings may be disclosed to third parties such as the police but only where such disclosure is in accordance with Data Protection Law.

5.2 Photographs: We may use photographs (and occasionally other media such as video or sound recordings) of pupils for identification or for educational purposes or in our publications, including on the school website and on social media, for marketing and promotion purposes. We may also share photographs and other media with third parties for these purposes (for example, for publication in a local or national newspaper). Specific consent will be sought from parents, pupils or both if a photograph is particularly privacy intrusive. Should you wish to limit the use of images of a pupil for whom you are responsible, or would like further information, please contact the Bursar in writing (bursar@kcs.org.uk). The school will respect the wishes of parents/carers and pupils whenever reasonably possible.

5.3 Online Safety: We are required to filter and monitor pupil use of school ICT facilities to help prevent pupils accessing websites which are not permitted or which may cause them harm. We use specialist software which seeks to monitor internet use via our school wifi and block attempted access to inappropriate websites. It may also flag certain online activities or other use of the school's IT systems that could indicate that a child is at risk of harm. In certain circumstances we may review a pupil's specific internet search history or their school email but we will only do this if we have a good reason to do so (e.g. if we think they may be at risk of harm or may have broken school rules).

5.4 Fees: We may make enquiries of pupils' previous schools for confirmation that all sums due and owing to such schools have been paid. We may also inform other schools or educational establishments to which pupils are to be transferred if any of our fees are unpaid.

5.6 Keeping in touch: The school may use the contact details of current and former parents and pupils to keep you updated about the activities of the school, or alumni and parent events of interest, including by sending updates and newsletters, by email and by post.

5.7 Supporting the school: Unless you object, the school may also contact you by post and email in order to promote and raise funds for the school and, where appropriate, other worthy causes. Should you wish to limit or object to any such use, or would like further information about it, please contact the Bursar in writing (bursar@kcs.org.uk). You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. Please see the Development Office Privacy Notice on the website for more information.

5.8 Alumni: The Development Office may use the contact details provided by pupils at the time when they leave the school to keep them updated about the activities of the school and inform them of events which

may be of interest (e.g. reunions and other school events to which members of the Old King's Club are invited). Please see the Development Office Privacy Notice on the website for more information.

5.9 Other: If you have chosen to add your contact details to the 'Parent Directory' on the parent portal, those details will be shared with other parents in your child's year group. Your year group representative may also use those details to contact you on behalf of the Friends of King's which uses Classlist for the purposes of informing parents about Friends and school activities, events and news, and establishing and maintaining relationships and communication between parents, the Friends and the school. If you subsequently wish to withdraw your details from the online Parent Directory you can do this at any time but please note that you may also need to contact year group representatives directly if you no longer wish to be included in their communications.

6 How long we keep personal data

6.1 We will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Typically, the recommendation is that ordinary pupil files are kept for at least 7 years following departure from the school. However, incident reports and safeguarding files will need to be kept much longer in accordance with specific legal requirements. Furthermore, the Independent Inquiry into Child Sexual Abuse has recommended that records relating to allegations of child sexual abuse should be kept for 75 years.

6.2 If you have any specific queries about data retention, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Bursar in writing (bursar@kcs.org.uk). However, please bear in mind that the school will often have lawful and necessary reasons to hold on to some personal data even following such request.

6.3 A limited and reasonable amount of information will be kept for archiving purposes, for example; and even where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes (called a "suppression record").

7 Your rights under Data Protection Law

7.1 You have various rights under Data Protection Law to access and understand personal data about you held and processed by the school, and in some cases ask for it to be erased or amended or have it transferred to others, or for the school to stop processing it, but subject to certain exemptions and limitations.

7.2 **Information requests:** Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to the Bursar.

7.3 We will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits (which is generally one month but fulfilling more complex requests may take up to two months or longer). Please note that the school will be better able to respond quickly to smaller, targeted requests for information made during term time.

7.4 You should be aware that the right of access is limited to your own personal data, and certain data, such as confidential references or exam scripts written by a candidate, is exempt from the right of access. Information which identifies other individuals may also be exempt (and parents need to be aware this may include their own children, in certain limited situations – please see 7.6 below).

7.5 Pupils can make subject access requests for their own personal data, provided that, in the reasonable opinion of the school, they have sufficient maturity to understand the request they are making (see section on Whose Rights? below). We consider that most pupils by the age of 12 will be considered mature enough to exercise their own data protection rights but all information requests from, on behalf of, or concerning pupils – whether made under subject access or simply as an incidental request – will be considered on a case by case basis. A pupil of any age may ask a parent or other representative to make a subject access request on their behalf.

7.6 While a person with parental responsibility will generally be entitled to make a subject access request on behalf of younger pupils, the law still considers the information in question to be the child's. For older pupils, the parent making the request may need to provide evidence of their child's authority for the specific request. Requests not considered by the school to be in the child's best interests may sometimes be refused.

7.7 It should also be understood that the rules on subject access are not the sole basis on which information requests are handled. Parents may not have a statutory right to information, but they and others will often have a legitimate interest or expectation in receiving certain information about pupils without their consent. The school may consider there are lawful grounds for sharing with or without reference to that pupil. For example, parents will in general receive educational and pastoral updates about their children, in accordance with their contract with the school.

7.8 Consent: Where the school is relying on consent as a means to process personal data, you may withdraw this consent at any time (subject to similar age considerations as above). Examples of where we do rely on consent are: recording ethnicity for the purposes of diversity monitoring and certain types of use of images. Please be aware however that the school may not be relying on consent but 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 otherwise exist under some form of contract or agreement with you.

8 Whose rights?

8.1 Rights under Data Protection Law belong to the individual to whom the data relates. However, the school will often rely on parental authority or notice for the necessary ways it processes personal data relating to pupils; for example, under the parent contract, or via a form. Parents and pupils should be aware that this is not necessarily the same as the school relying on strict consent.

8.2 Where consent is required, it may in some cases be necessary or appropriate to seek 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.

8.3 In general, the school will assume that pupils' consent is not required for ordinary disclosure of their personal data to their parents, 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, the school may be under an obligation to maintain confidentiality unless, in the school's opinion, there is a good reason to do otherwise.

8.4 Pupils are required to respect the personal data and privacy of others, and to comply with the Acceptable Use Policy for Pupils – ICT at King's.

9 Data accuracy and security

9.1 The school will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Please notify the school of any significant changes to important information, such as your contact details (for the senior school contact the senior school administrator, for the junior school contact the junior school registrar, and for WCPS contact the school secretary).

9.2 You have the right to request that any out-of-date, irrelevant or inaccurate or information about you is erased or corrected (subject to certain exemptions and limitations under Data Protection Law).

9.3 The school will 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 school systems. All staff and governors will be made aware of their duties under Data Protection Law and receive relevant training.

10 Further information and guidance

10.1 The school will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

10.2 Any comments or queries should be directed to the Bursar via bursar@kcs.org.uk

10.3 If you believe that the school has not complied with this privacy notice, or has acted otherwise than in accordance with Data Protection Law, you should notify the Bursar in writing. You can also follow the school's Complaints Policy (available on the website). You are also entitled to 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 the school before involving the regulator.