

Redcliffe Gardens School

Privacy Notice for Parents and Pupils



Reviewed: DR September 2020
Next review by: September 2021

Privacy Notice for all registered and current parents and pupils

1. Who we are
2. What this Privacy Notice is for
3. Responsibility for Data Protection
4. Why we need to process personal data
5. Types of personal data processed by us
6. How we collect data
7. Who has access to personal data and who we share it with
8. How long we keep personal data
9. Keeping in touch and supporting us
10. Your Rights
11. Data accuracy and security
12. The privacy notice
13. Queries and Complaints

1. Who we are

- 1.1. We are the Godolphin and Latymer School Foundation (the "Foundation"), a charitable company limited by guarantee having its registered office at Iffley Road, London W6 0PG (company number [3598439](#) and registered charity number 1073924), in its capacity as proprietor of Godolphin and Latymer Redcliffe Gardens School, 47 Redcliffe Gardens, London SW10 9JH ("the School")
- 1.2. The Foundation is a Data Controller for the purposes of Data Protection Law which means it determines how an individual's data is processed and for what purposes. The Bursar is responsible for data protection within the School. She 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.

2. What this privacy notice is for

- 2.1. This policy is intended to provide information about how the school (or "we") will use (or "process") personal data about individuals including: current, past and prospective pupils; and their parents, carers or guardians (referred to in this policy as "parents" or "you").
- 2.2. This information is provided because Data Protection Law gives individuals rights to understand how their data is used. You are encouraged to read this Privacy Notice and our obligations to our entire community. This Privacy Notice applies alongside any other

information we may provide about a particular use of personal data, for example when collecting data via an online or paper form.

2.3. This Privacy Notice applies in addition to any contract between us and you (e.g. the parent contract) and any other relevant terms and conditions or policies, including the following:

- Policy on taking, storing and using images of children;
- CCTV policy;
- Retention of records policy;
- Safeguarding, pastoral, or health and safety policies, including as to how concerns or incidents are recorded; and
- Online Safety policy, including the Acceptable Use agreements

2.4. Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with this Privacy Notice.

3. Responsibility for data protection

3.1. The Bursar has overall responsibility for oversight of data protection in the school. She can deal with any requests and enquiries concerning our use of your personal data (see section on Your Rights below) and will endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law.

3.2. The Bursar can be contacted via:
Email: bursar@godolphinandlatymer.com
Telephone: 020 8735 9595

4. Why we need to process personal data

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

4.2. Some of this activity we will need to carry out to fulfil our legal rights, duties or obligations –including those under a contract with parents of our pupils.

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

4.4. We expect that the following uses will fall within that category of our (or our community's) "legitimate interests":

- For the purposes of pupil selection (and to confirm the identity of prospective pupils and their parents);
- To provide education services, including musical education, physical training, and extracurricular activities to pupils, and monitoring pupils' progress and educational needs;
- Maintaining relationships with alumni and our community, including fundraising activity;
- For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law;

- To enable relevant authorities and inspectorate to monitor our 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;
- To enable pupils to take part in national or other assessments
- To celebrate the achievements of pupils;
- To safeguard pupils' welfare and provide appropriate pastoral care;
- To carry out or cooperate with any school or external complaints, disciplinary or investigation process:
- To monitor (as appropriate) use of the school's IT and communications systems in accordance with the school's IT: acceptable use policy;
- To make use of photographic images 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 policy on taking, storing and using images of children;
- For security purposes, including CCTV in accordance with our CCTV policy; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

4.5. In addition, we will on occasion need to process special category personal data (concerning health, ethnicity or religion), or from time to time by explicit consent where required. These reasons will 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 protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or organisers of school trips or clubs 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 Special Educational Needs (SEN), health or safeguarding elements; or
- For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care.

5. Types of personal data processed by us

5.1. This will include by way of example:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- bank details and other financial information, e.g. about parents who pay fees to the school;
- past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- where appropriate, information about individuals' health and welfare, and contact details for their emergency contacts;

- references given or received by us about pupils, and relevant information provided by previous educational establishments and/or other professionals or organisations working with pupils;
- correspondence with and concerning pupils and parents past and present; and
- images of pupils (and occasionally other individuals) engaging in school activities, and images captured by our CCTV system (in accordance with the school's CCTV policy and/pr policy on taking, storing and using images of children);

6. How we collect data

- 6.1. Generally, we receive personal data from the individual directly (including, in the case of pupils, from you as their parents). This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).
- 6.2. However, in some cases personal data will be supplied by third parties (for example another school, or other professionals or authorities working with that individual).

7. Who has access to personal data and who we share it with

- 7.1. Occasionally, we will need to share personal information relating to our community with third parties, such as:
 - professional advisers (eg educational assessors, lawyers, Insurers, PR adviser and accountants);
 - government authorities (DfE, HMRC, local authority or police); and
 - appropriate regulatory bodies (eg ISI, Charity Commission, ICO)
- 7.2. For the most part, personal data collected by us 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 and accessed only by class teacher or Senior Management Team or otherwise in accordance with express consent; and
 - pastoral or safeguarding files.
- 7.3. However, a certain amount of any SEN pupil's relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.
- 7.4. You are reminded that we act 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 Local Authority Designated Officer (LADO) or police. For further information about this, please view the school's Safeguarding (Child Protection) Policy.
- 7.5. 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. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with the school's specific directions.

8. How long we keep personal data

- 8.1. 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 legal recommendation for how long to keep ordinary pupil personnel files is up to 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.
- 8.2. If you have any specific queries about how our retention policy is applied or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Bursar email: bursar@redcliffeschool.com. However, please bear in mind that we will often have lawful and necessary reasons to hold on to some personal data even following such a request.
- 8.3. 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").

9. Keeping in touch and supporting us

- 9.1. We will use the contact details of parents, and other members of the school community 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. Unless the relevant individual objects, we may also:
 - Share personal data about parents and/or alumni, as appropriate, with organisations set up to help establish and maintain relationships with the school community.
 - Contact parents and/or alumni (including via the organisations above) by post and email in order to promote the objects and interests of the school. This includes fundraising e.g if we want to raise money for the bursary fund or new facilities;
 - Should you wish to limit or object to any such use, or would like further information about them, please contact the Head in writing. You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, we are likely nonetheless to retain some of your details (not least to ensure that no more communications are sent to that particular address, email or telephone number).

10. Your rights

10.1. *Rights of access*

10.1.1. Individuals have various rights under Data Protection Law to access and understand personal data about them held by us, and in some cases ask for it to be erased or amended or have it transferred to others, or to stop processing it but subject to certain exemptions and limitations.

10.1.2. 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.

10.1.3. 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 one month in the case of requests for access to information.

10.1.4. We will be better able to respond quickly to smaller, targeted requests for information. If the request for information is manifestly excessive or similar to previous requests, we may ask you to reconsider or require a proportionate fee (but only where Data Protection Law allows it).

10.2. ***Requests that cannot be fulfilled***

10.2.1. You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access. This will include information which identifies other individuals (and parents need to be aware this may include their own children, in certain limited situations – please see further below), or information which is subject to legal privilege (for example legal advice given to or sought by the school, or documents prepared in connection with a legal action).

10.2.2. We are also not required to disclose any pupil examination scripts (or other information consisting solely of pupil test answers), provide examination or other test marks ahead of any ordinary publication, nor share any confidential reference given by the school itself for the purposes of the education, training or employment of any individual.

10.2.3. You may have heard of the "right to be forgotten". However, we will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your (or your child's) personal data: for example, a legal requirement, or where it falls within a

10.2.4. legitimate interest identified in this Privacy Notice. All such requests will be considered on their own merits.

10.3. ***Pupil Requests***

10.3.1. Pupils can make subject access requests for their own personal data, provided that, in our reasonable opinion, they have sufficient maturity to understand the request they are making (see section Whose Rights? below). A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf.

10.3.2. Indeed, while a person with parental responsibility will generally be entitled to make a subject access request on behalf of pupils, the law still considers the information in question to be the child's.

10.3.3. For older pupils the parent making the request may need to evidence their child's authority for a specific request.

10.3.4. Former Pupils at Senior School are generally assumed to have this level of maturity, although this will depend on both the child and the personal data requested, including any relevant circumstances at home. Slightly younger children may however be sufficiently mature to have a say in this decision, depending on the child and the circumstances.

10.4. ***Parental requests***

10.4.1. It should be clearly understood that the rules on subject access are not the sole basis on which information requests are handled. You may not have a statutory right to information, but you and others will often have a legitimate interest or expectation in receiving certain information about your child without their consent. We may consider there are lawful grounds for sharing with or without reference to your child. You will in general receive educational and pastoral updates about your child, in accordance with the Parent Contract. Where parents are separated, we will in most cases aim to provide the same information to each person with parental responsibility but may need to factor in all the circumstances including the express wishes of the child.

10.4.2. All information requests from, on behalf of, or concerning pupil – whether made under subject access or simply as an incidental request – will therefore be considered on a case by case basis.

10.5. **Consent**

10.5.1. Where we are relying on consent to process personal data, any person may withdraw this consent at any time (subject to similar age considerations as above). Examples where we do rely on consent are: certain types of uses of images, communicating with you once you leave the school. Please be aware however that we may have another lawful reason to process the personal data in question even without your consent.

10.5.2. That reason will usually have been asserted under this Privacy Notice or may otherwise exist under some form of contract or agreement with the individual (e.g. the parent contract).

10.6. **Whose Rights?**

10.6.1. The rights under Data Protection Law belong to the individual to whom the data relates. However, we 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 (see section on Consent above).

10.6.2. Where consent is required, it may in some cases be necessary or appropriate – given the nature of the processing in question, and the pupil's age and understanding - to seek the pupil's consent.

10.6.3. You should be aware that in such situations you may not be consulted, depending on the interests of the child, your rights at law or under their contract, and all the circumstances.

10.6.4. 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 you informed about your child's activities, progress and behaviour, and in the interests of the child's welfare. That is unless, in the school's opinion, there is a good reason to do otherwise.

10.6.5. 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 we believe disclosure will be in the best interests of the pupil or other pupils, or if required by law.

10.6.6. Pupils and their parents are required to respect the personal data and privacy of others, and to comply with the school's Acceptable Use Agreements within the Online Safety Policy and uphold the school values.

11. Data accuracy and security

- 11.1. We will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must please notify the Bursar of any significant changes to important information, such as contact details, held about them.
- 11.2. An individual has the right to request that any out-of-date, irrelevant or inaccurate or information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see above for details of why we may need to process your data and of who you may contact if you disagree.
- 11.3. We 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 this policy and their duties under Data Protection Law and receive relevant training.

12. This privacy notice

- 12.1. We 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.

13. Queries and complaints

- 13.1. Any comments or queries on this policy should be directed to the Bursar using the following contact details.

The Bursar can be contacted via:

Email: bursar@godolphinandlatymer.com

Telephone: 020 8735 9595

- 13.2. 13.2 If an individual believes that we have not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise our complaints procedure and should also notify the Bursar. 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 the school before involving the regulator.