



PROSPECT HOUSE  
SCHOOL

PARENTS' PRIVACY POLICY

How we use your and your child's information

NOVEMBER 2019

## Privacy Notice for Parents - Summary

This summary contains key information about how and why we collect your and your child's personal information and what we do with that information. References to the school are to the school which your child attends (for parents of prospective pupils, the school at which your child is or may in due course be registered).

Personal information is information that identifies you or your child as an individual and relates to you or your child - for example, information about how well your child is doing at school and information about your child that we need in order to take care of them. Photographs and videos of your child also count as their personal information.

Our primary reason for using your and your child's personal information is to provide your child with an education.

We set out below examples of the different ways in which we use your and your child's personal information and where that personal information comes from.

- Registration and admissions forms give us personal information about you and your child. We get information from you, your child's teachers and other pupils. Your child's old school or nursery also gives us information about your child so that we can teach and care for your child.
- We use your personal contact information to contact you about your child and about the school and to enable parents of other children in your child's form to contact you.
- Sometimes we get information from your child's doctors and other professionals where we need this to look after your child and sometimes we share information with such professionals in order to better support your child, e.g. if you procure an educational psychologist's report on your child and then choose for your child to work with another professional, such as a speech and language therapist or an occupational therapist, we may share the report or information from the report with that professional to better enable them to help your child and with the aim that (where relevant) all the professionals supporting your child can adopt a cohesive approach.
- We need to report some of your child's information to the government or the local authority. For example, we need to tell the local authority that your child has joined or left the school or let it know if we have any concerns about your child's welfare.
- We may use photographs or videos of your child for the school's website and social media sites, our prospectus and in print editorial or advertising to show prospective pupils what we do here, to promote the school and to provide you and others with school news. We do not use children's names in material published online. Videos of school productions are made by external professional videographers and are available to parents to purchase. We may continue to use these photographs and videos after your child has left the school.
- We may also publish similar materials in our annual school magazine, which may also contain your child's first name and surname (such as in a list of prizewinners or leavers or to caption a photograph). The magazine is given to each family at the school and to parents of prospective pupils. Sometimes we use photographs and videos for teaching purposes, for example, to make a video for a form assembly or to record a science experiment.
- We publish our pupils' 11+ offers, sports fixtures and other news on the school's website and put articles and photographs in the news to tell people about what we have been doing.
- We may include your child's name in a circular to a group of parents whose children are to be included in a particular activity – for example, a group of musicians making up an ensemble or a team for a match against another school.
- We may collect your personal data, including special category data, in the course of providing your child with an education, for example if you are suffering ill-health and tell us so that we can better support your child.

The above is a summary of our Pupil Privacy Notice for Parents. The full notice may be seen on the school's website.

The bursar is the person responsible at our school for managing how we look after personal information. The bursar can answer any questions which you may have about this.

## Privacy Notice for Parents – Full Notice



## **Introduction**

This notice is to help parents understand how and why we collect your and your child's personal information and what we do with that information. It also explains the decisions that you can make about your child's information.

References to the school are to the school which your child attends (for parents of prospective pupils, the school at which your child is or may be registered).

We are giving you this notice because you are able to exercise your own data protection rights and your child's data protection rights on their behalf.

If you have any questions about this notice please contact the bursar.

## **What is "personal information"?**

Personal information is information that the school holds about you or your child and which identifies you or your child either on its own or in conjunction with other data.

This includes information such as your name, contact information and bank account details and your child's name, date of birth and address as well as things like exam results, medical details and behaviour records. The school may also record your child's religion or ethnic group. CCTV, photos and video recordings of your child are also personal information.

## **How and why does the school collect and use personal information?**

We set out below examples of the different ways in which we use personal information and where this personal information comes from. Our primary reason for using your and your child's information is to provide your child with an education.

The registration and admissions forms which you complete give us personal information about you and your child, together with other information that you may provide to us about you and your child during their time at the school. We get information from your child, his/her teachers and other pupils. Your child's previous school or nursery also gives us information about your child if we need this to teach and care for them.

Sometimes we get information from your child's doctor and other professionals where we need this to look after your child and sometimes we share information with such professionals in order to better support your child, e.g. if you procure an educational psychologist's report on your child and then choose for your child to work with another professional, such as a speech and language therapist or an occupational therapist, we may share the report or information from the report with that professional to better enable them to help your child and with the aim that (where relevant) all the professionals supporting your child can adopt a cohesive approach. We collect this information to help the school run properly and to let others know what we do here. Here are some examples:

- To make offers of places at the school and to verify your identity and your child's identity, we process personal information such as your child's date of birth, his/her gender and your address. For older children, we also process information which helps us assess your child's level of attainment, such as reports from his/her prior school and assessment data.
- We need to tell all appropriate members of staff if your child is allergic to something or might need extra help with some tasks. Where your child is going on a school trip, we may need to share that information with staff at the trip destination who will be helping to teach or care for your child.
- We may need to share information about your and your child's health, wellbeing and family circumstances with the school's staff, including self-employed staff, to enable those staff to provide your child with appropriate care.
- We may share your personal data, including special category data such as health information, with your child's other parent or guardian, to enable us to provide your child with appropriate care. Normally all written communications sent from the school to a child's parents are to both parents so in that way one parent's personal data will be shared with the other.
- We may collect information about your child's health to enable us to complete attendance records or to assess risk in relation to health and safety.

- We use CCTV to help make the school site safe. CCTV is not used in private areas such as changing rooms.
- We may need to report some of your child's information to the government or the local authority. For example, we may need to tell the local authority that your child has joined or left the school or let it know if we have any concerns about your child's welfare.
- We need information about any court orders or criminal petitions which relate to your child. This is so that we can safeguard your child's welfare and wellbeing and that of the other pupils at the school.
- We collate data about your child's academic progress and may share that with external consultants to help us assess teaching and deliver a better education.
- We collect your bank account details and share them with our bank and accounting services providers so that we can collect fees due. We may also access or hold other information about you, such as bankruptcy petitions or statutory notices.
- If your child has non-UK citizenship we may have to make sure that they have the right to study in the UK. We might have to provide their information to UK Visas and Immigration.
- Depending on where your child will go when they leave us, we may need to provide their information to their next school or to any school to which they apply. For example, we will provide references as part of the 11+ process. We may need to pass on information which your child's next school needs to look after your child.
- We may need to share limited personal information with educational software providers so that your child can use that software in the course of his/her education.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry - for example, if your child or one of your child's classmates is injured at school or if there is a burglary.
- We may use consultants, experts and other advisers to assist the school in fulfilling its obligations and to help run the school properly. We might need to share your child's information with them if this is relevant to their work.
- If your child has misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We share your child's academic and their behaviour records with you so you can support their schooling.
- We only share your child's information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.
- We monitor your child's use of his/her school email account, the internet and mobile electronic devices e.g. iPads while he/she is at school. This is to check that your child is not misbehaving when using this technology or putting themselves or others at risk of harm. We may also process children's personal information in monitoring use of each school's IT and communication systems by staff.
- We may use photographs or videos of your child for the school's website and social media sites, prospectus and in print editorial or advertising to show prospective pupils what we do here, to promote the school and to provide you and others with school news. Videos of school productions are made by external professional videographers and are available to parents to purchase. We may continue to use these photographs and videos after your child has left the school.
- We may also publish photographs of or work done by your child in our annual school magazine, which may also contain your child's first name and surname (such as in a list of prizewinners or leavers or to caption a photograph). The magazine is given to each family at the school and to parents of prospective pupils.
- Sometimes we use photographs and videos for teaching purposes - for example, to make a video for a form assembly or to record a science experiment.



- We publish our 11+ offers, sports fixtures and other news on the school's website and put articles and photographs in the news to tell people about what we have been doing.
- We may contact you to share with you news about our school or to invite you or your child to a school event.
- We may share your child's name and your names and contact details with other parents in your child's class to enable those parents to contact you. We may include your child's name in a circular to a group of parents whose children are to be included in a particular activity – for example, a group of musicians making up an ensemble or a team for a match against another school.

If you have any questions about the above, please contact the bursar.

### **Our legal grounds for using your information**

This section contains information about the legal basis that we are relying on when handling your and your child's information.

#### **Legitimate interests**

This means that the processing is necessary for legitimate interests except where the processing is unfair to you or your child. The school relies on legitimate interests for most of the ways in which it uses your and your child's information.

Specifically, the school has a legitimate interest in:

- Providing your child with an education.
- Safeguarding and promoting your child's welfare and the welfare of other children.
- Promoting the objects and interests of the school. This includes advertising and fundraising.
- Facilitating the efficient operation of the school.
- Ensuring that all relevant legal obligations of the school are complied with.

In addition your and your child's personal information may be processed for the legitimate interests of others. For example, we may use information about your child when investigating a complaint made by another pupil or we may use your personal data to better support your child.

If you object to us using your child's information where we are relying on our legitimate interests as explained above please contact the bursar.

#### **Legal obligation**

This is where the school needs to use your child's information in order to comply with a legal obligation, for example to report a concern about your child's wellbeing to Children's Services. We may also have to disclose your or your child's information to third parties such as the courts, the local authority or the police where legally obliged to do so.

#### **Vital interests**

For example, to prevent someone from being seriously harmed or killed.

#### **Public interest**

The school considers that it is acting in the public interest when providing education.

#### **Consent**

We may ask for your consent to use your or your child's information in certain other ways. If we ask for your consent to use your or your child's personal information you can revoke this consent at any time. Any use of your or your child's



information before you withdraw your consent remains valid. Please contact the bursar if you would like to withdraw any consent given.

The school must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information and information about sex life or orientation. The additional condition with which the school will comply where it is processing this kind of data (for example, where the school is told a child is vegetarian for religious reasons, where a child requests time off for a religious holiday or where the school is given a child's medical data) will usually be that of substantial public interest or medical purposes but in rare circumstances the school may rely on vital interests or legal claims. Where the school is processing your own special category data, it may seek your consent to processing this data.

#### **Substantial public interest**

The processing is necessary for reasons of substantial public interest.

#### **Vital interests**

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

#### **Legal claims**

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisers and insurers.

#### **Medical purposes**

This includes medical treatment and the management of healthcare services.

#### **Sending information to other countries**

- Your child's personal information may be transferred to other countries where:
  - we communicate with you when you are abroad; or
  - we send out a circular which contains your child's personal information (e.g. his/her name) and another parent receiving the circular is abroad at the time; or
  - someone accesses our website or social media from abroad.
- The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: [http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index\\_en.htm](http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm).
- If the country that we are sending your information to is not on the list, or is not a country within the European Economic Area (the EEA), ie the member states of the European Union and Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal information as there is the UK.

#### **For how long do we keep your and your child's information?**

We keep your and your child's information for as long as we need to in order to educate and look after your child. We will keep certain information after your child has left the school, for example, so that we can find out what happened if you make a complaint. We are required by our insurers to keep certain personal information after a child has left the school.

In exceptional circumstances we may keep your child's information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about your child for a very long time or even indefinitely if we need this for historical, research or statistical purposes - for example, if we consider the information might be useful if someone wanted to write a book about the school.

#### **What decisions can you make about your and your child's information:**



There are various decisions you can make about your and your child's information. Some of these are rights introduced by the Data Protection Act 2018, whilst others build on your child's rights under the statute it replaced. Your and your child's rights are as follows:

- if information is incorrect you can ask us to correct it;
  - you can also ask what information we hold about you or your child and to be provided with a copy. We will also give you extra information, such as why we use this information about you or your child, where it came from and what types of people we have sent it to;
  - you can ask us to delete the information that we hold about you or your child in certain circumstances
- for example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you or your child in a format that can be read by computer;
  - our use of information about you or your child may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

The bursar can give you more information about your or your child's data protection rights.

#### **Further information and guidance**

This notice is to explain how we look after your and your child's personal information. The bursar can answer any questions which you might have.

Please contact the bursar if:

- you object to us using your or your child's information for marketing purposes e.g. to send your child information about school events after he/she has left the school. We will stop using your child's information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about you or your child; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your or your child's personal information you can contact the Information Commissioner's Office: [ico.org.uk](https://ico.org.uk).