



**THE KING'S SCHOOL
HARPENDEN**

PARENT'S PRIVACY NOTICE

Reviewed May 2018



PRIVACY NOTICE FOR PARENTS (OR GUARDIANS) OF CHILDREN AT THE KING'S SCHOOL, OR APPLYING TO JOIN THE SCHOOL

INTRODUCTION

This notice is to help parents understand how and why we collect personal data about you and your child. It also explains the decisions that you can make about your own information. If you have any questions about this notice, please contact the School Bursar, Mrs Eleanor Taylor at the School Office or email her at bursar@thekingsschool.com

GENERAL DATA PROTECTION REGULATION (GDPR)

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to those whose data is held by an organisation (data subjects). These are more detailed and specific than in the Data Protection Act (DPA) and place an emphasis on making privacy notices understandable and accessible. Data controllers are expected to take 'appropriate measures' to ensure that this is the case.

The school interprets this as using very clear language to outline each of the responsibilities for each of the data subject groups.

The GDPR say that the information provided to data subjects about how the school processes their personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child; and
- free of charge.

WHAT IS PERSONAL DATA?

Personal data is information that identifies you or your child as an individual.

This includes your contact details, next of kin and financial information. We may also hold information such as your church or ethnic group. Photos and video recordings are also personal data.

HOW AND WHY DOES THE SCHOOL COLLECT PERSONAL DATA?

We obtain information about you from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.

Information is also received by the School directly from you. For example, your application form or you might email us with information about your marital status or provide us with documents such as Court Orders.



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We collect this information to safeguard and promote the welfare of your child, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

Here are some examples:

- We may have information about any family circumstances which might affect your child's welfare or happiness;
- We ask if any of your child's immediate family members have special educational needs because in some cases these can be hereditary. The School can then use this information to assist your child;
- We may need information about any Court Orders or criminal petitions which relate to you; and
- We may keep details of your address when your child leaves the School so we can keep in touch with your child and send Alumni information or other information about the school and find out how your child is progressing.

FINANCIAL INFORMATION

We will process financial information about you in relation to the payment of fees. In some cases, we get information about you from third parties such as credit reference agencies or from your child's previous school(s).

We may hold information about bankruptcy petitions and statutory demands.

SHARING PERSONAL DATA WITH THIRD PARTIES In accordance with our legal obligations, we may share information with local authorities, the Independent Schools Inspectorate / Ofsted and the Department for Education, for example, where we have any safeguarding concerns.

On occasion, we may need to share information with the police or our legal advisers.

We may share some information with our insurance company, for example, where there is a serious incident at the School.

If you have unpaid fees while your child is at the School, we may share information about this with other schools or educational establishments to which you intend to send your child.

If your child leaves us to attend another school, we may need to provide that school with information about you. For example, details of family circumstances for safeguarding reasons.



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WHAT DO WE DO WITH YOUR PERSONAL INFORMATION? The Bursar is the person responsible at our school for managing how we look after personal data and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

We only retain your information for as long as we need to. The retention period depends on the type of information. In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

WHAT DECISIONS CAN YOU MAKE ABOUT YOUR INFORMATION? If information is incorrect you can ask us to correct it. If you would like us to change or update the information we hold about you, please speak to the Bursar. We can also tell you what information we hold about you.

If you would prefer that certain information is kept confidential then please speak to the Principal or Bursar.



ANNEX A

This annex should be read in conjunction with the introductory paragraphs in the covering document.

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

Data will be processed for the purposes of responding to requests for information about joining the school and the school will therefore have a “legitimate interest” for processing basic personal data and sensitive personal data. The data the school holds will be the minimum it requires to form and maintain the contract between you and the school.

The school will share your data with the following companies who have contracts with the school and who have equalled the school’s precautions and systems for dealing with data, these are:

- Department for Education
- Local Authorities
- Catering
- Photographer
- Health care service provider
- IT Contractor(s)
- IT software provider(s)
- Sports Services providers
- Off-site organisations and school trips (off-site and on-site)
- Social Services (when necessary to do so) Exam Boards

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the school organises, should this be envisaged for your child, you will be contacted for your consent, the consent will be limited in time and content if it be required.

RETENTION PERIOD

The retention period for pupil data will normally be until the pupil reaches the age of 25 and/or be modified by any other legal obligation the school finds itself under.

RIGHTS AVAILABLE TO YOU

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.



REQUESTING ACCESS TO YOUR PERSONAL DATA

Under both DPA and GDPR legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

The School Bursar at bursar@thekingsschool.com

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

You can complain at any time about how the school has handled your data, the Information Commissioner is available as follows:

ICO helpline is 0303 123 1113. A template letter, should you need it is at the appended to this notice.

We will obtain the data the school requires from you, should we need data from other sources we will contact you within a month.

We see the provision of personal data as necessary to properly admit your child to the school and to administer, and for the school to fulfil its obligations under the contract once your child is a pupil here.

There is no automated decision making or profiling involved in this data stream into and through the school.



APPENDIX

[Your full address]
[Phone number]
[The date]

[Name and address of School]
[Reference number (if provided within the initial response)]

Dear [Sir or Madam / name of the person you have been in contact with]

Information rights concern

[Your full name and address and any other details such as account number to help identify you]

I am concerned that you have not handled my personal information properly.

[Give details of your concern, explaining clearly and simply what has happened and, where appropriate, the effect it has had on you.]

I understand that before reporting my concern to the Information Commissioner's Office (ICO) I should give you the chance to deal with it.

If, when I receive your response, I would still like to report my concern to the ICO, I will give them a copy of it to consider.

You can find guidance on your obligations under information rights legislation on the ICO's website (www.ico.org.uk) as well as information on their regulatory powers and the action they can take.

Please send a full response within 28 calendar days. If you cannot respond within that timescale, please tell me when you will be able to respond.

If there is anything you would like to discuss, please contact me on the following number [telephone number].

Yours faithfully
[Signature]

END OF PARENTS PRIVACY NOTICE

May 2018