



**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

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it. 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 Data Protection Officer (DPO)/Bursar, Mrs Eleanor Taylor, at the School Office or by email at bursar@thekingsschool.com

GENERAL DATA PROTECTION REGULATION (GDPR)

The [EU General Data Protection Regulation \(GDPR\)](http://data.consilium.europa.eu/doc/document/ST-5419-2016-INIT/en/pdf) at <http://data.consilium.europa.eu/doc/document/ST-5419-2016-INIT/en/pdf> comes into effect on 25th May 2018 and includes the rule on giving privacy information to those whose data is held by an organisation (data subjects). These are more detailed and specific than in the [UK Data Protection Act \(DPA\)](http://www.legislation.gov.uk/ukpga/1998/29/) found at <http://www.legislation.gov.uk/ukpga/1998/29/>. The contents place an emphasis on making privacy notices understandable and accessible. The King's School as the Data controller is 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.

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. We see the provision of personal data as necessary to properly admit you 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. The data the school holds will be the minimum it requires to form and maintain the contract between you and the school.

WHAT IS PERSONAL DATA?

Personal data is information that identifies you or your child as an individual. Personal data that we may collect, use, store and share (when appropriate) about parents and pupils include, but is not restricted to:



- Contact details, contact preferences, date of birth, identification documents, and next of kin.
- Financial information.
- Results of assessments and externally set tests.
- Pupil and curricular records.
- Exclusion information.
- Details of any medical conditions, including physical and mental health.
- Attendance information.
- Safeguarding information.
- Details of any support received, including care packages, plans and support providers.
- Photographs.
- Special Characteristics, such as ethnic background, special educational needs, eligibility for free school meals, your church, ethnic group, photos and video recordings.

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.

We may also 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.

HOW AND WHY DOES THE SCHOOL COLLECT PERSONAL DATA?

The school's primary reason for using your personal information is to provide educational services to your child.

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.

We use this data to:

- Support pupil learning.
- Monitor and report on pupil progress.
- Provide appropriate pastoral care.
- Protect pupil welfare.
- Assess the quality of our services.
- Administer admissions waiting lists.
- Carry out research.
- Comply with the law regarding data sharing.



For special categories of personal data, we will also meet one of the special category conditions for processing which are set out in the GDPR and Data Protection Act 2018. If we offer online services to pupils, such as classroom apps, and we intend to rely on consent as a basis for processing, we will get parental consent where necessary.

Whenever we first collect personal data directly from individuals, we will provide them with the relevant information required by data protection law.

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.

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.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about pupils with:

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;
- the Department for Education;
- the pupil's family and representatives;
- educators and examining bodies;
- our regulators Ofsted or Independent Schools Inspectorate;
- placing authorities;
- suppliers and service providers – to enable them to provide the service we have contracted them for;
- financial organisations;
- central and local government;
- our auditors;
- survey and research organisations, for example the Independent Schools Association (ISA);
- health authorities and/or health care service providers;
- security organisations;
- health and social welfare organisations;
- professional advisers and consultants
- catering
- photographers;
- 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;
- charities and voluntary organisations;
- police forces, courts, tribunals;
- professional bodies.

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.

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- the prevention or detection of crime and/or fraud;
- the apprehension or prosecution of offenders;
- the assessment or collection of tax owed to HMRC;
- in connection with legal proceedings;
- where the disclosure is required to satisfy our safeguarding obligations;
- research and statistical purposes, as long as personal data is sufficiently anonymised or consent has been provided.

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.

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.

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@thekingschool.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;
- have, in certain circumstances, inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. This includes:

- confirmation that their personal data is being processed;
- access to a copy of the data;
- the purposes of the data processing;
- the categories of personal data concerned;
- who the data has been, or will be, shared with;
- how long the data will be stored for, or if this isn't possible, the criteria used to determine this period;
- the source of the data, if not the individual;
- whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual.

Subject access requests must be submitted in writing, either by letter, email or fax to the school's DPO. They should include:

- Name of individual.
- Correspondence address.



- Contact number and email address.
- Details of the information requested.

If staff receive a subject access request they must immediately forward it to the DPO.

Children and subject access requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent through their parents or carers.

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. **At The King's School, for the purpose of subject access requests, 'children aged 12 and under' will be determined to be our pupils in Year 0 through to Year 8.** Therefore, most subject access requests from parents or carers of pupils in Years 0 to 8 at our school may be granted. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

Children aged 13 and above are generally regarded to be mature enough to understand their rights and the implications of a subject access request. **At The King's School, for the purpose of subject access requests, 'children aged 13 and above' will be determined to be our pupils in Year 9 through to Year 11.** For subject access requests from parents or carers of pupils in Years 9 to 11 at our school, parents and carers are required to discuss their child's rights and the implications of a subject access request with their child before the request is presented by the parents or carers to the school, otherwise the request may not be granted. This is a procedure not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

When responding to requests, we:

- may ask the individual to provide identification;
- may contact the individual via phone to confirm the request was made;
- will respond without delay and within 1 month of receipt of the request;
- will provide the information free of charge;
- may tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous, and will inform the individual of this within 1 month to explain why the extension is necessary.

We will not disclose information if it:

- might cause serious harm to the physical or mental health of the pupil or another individual;
- would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests;
- is contained in adoption or parental order records;
- is given to a court in proceedings concerning the child.

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs.

A request will be deemed to be unfounded or excessive if it is repetitive, or asks for further copies of the same information.



HOW CAN I MAKE A COMPLAINT?

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by highlighting this to Mrs Taylor, Bursar and/or Mr. Case, Principal.

To make a complaint, please contact our DPO.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our [Data Protection Officer](#)
Mrs Eleanor Taylor 01582 767566

A template letter, should you need it, is appended to this notice.

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

END OF PARENTS PRIVACY NOTICE

May 2018



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]

[Full name]



**POLICIES AND PROCEDURES
PARENTS PRIVACY NOTICE**