



**PRIORY SCHOOL**  
EDGBASTON

**Data Protection Policy – Pupils and Parents**

1. The governors and staff of Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.
2. The staff, governors and pupils are committed to the safeguarding and welfare of pupils and staff.
3. To meet the needs of our school community all our policies, including this one, can be made available in different formats to help meet your needs such as different font sizes or styles, colour or alternative languages

**Rationale**

All schools process large amounts of "personal data" about current, past and prospective pupils, and their parents, carers and guardians. Under the Data Protection Act 1998 and subsequent legislation, ('the Acts') the school must process such personal data "fairly". This includes telling pupils and parents how their personal data will be held and used by the school. These requirements were further elaborated in the General Data Protection Regulation (GDPR) which came into effect in May 2018.

This Data Protection Policy is intended to help meet these legal requirements.

The School is required to process relevant personal data regarding pupils and their parents and guardians as part of its operation and shall take all reasonable steps to do so in accordance with this Policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data.

This policy applies in addition to the school's terms and conditions, and any other information the school may provide about a particular use of personal data, including e.g. the school's policy on taking, storing and using images of children.

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 the school's data protection policy for staff, which also provides further information about how personal data about those individuals will be used.

In this Policy any reference to pupils includes current past or prospective pupils.

**GDPR – Privacy Notices**

In accordance with GDPR, the data protection rights of parents, pupils and staff are set out in Separate Privacy Notices which are published in summary form on the School's website. The full text of these notices is available on request from the School.

**Responsibility for Data Protection**

In accordance with the Acts, the school has notified the Information Commissioner's Office of its processing activities. The school's ICO registration number is Z5520548 and its registered address is 39 Sir Harrys Road, Edgbaston, Birmingham B15 2UR.

The School has a designated Data Privacy Officer (DPO) who will endeavour to ensure that all personal data is processed in compliance with this Policy and with the Principles of GDPR and 'the Acts'.

### **The Principles of Data Protection**

The School shall so far as is reasonably practicable comply with the Data Protection Principles (“the Principles”) contained in the Data Protection Acts and in GDPR to ensure all data is:

- Fairly and lawfully processed;
- Processed for a lawful purpose;
- Adequate, relevant and not excessive;
- Accurate and up to date;
- Not kept for longer than necessary;
- Processed in accordance with the data subject’s rights;
- Secure;
- Not transferred to other countries without adequate protection.

### **Personal Data**

Personal data covers both facts and opinions about an individual. The School may process a wide range of personal data of pupils, their parents or guardians as part of its operation. This personal data may include (but is not limited to); names and addresses, bank details, academic, disciplinary, admissions and attendance records, references, examination scripts and marks.

### **Processing of Personal Data**

The school will use (and where appropriate share with third parties) personal data about individuals for a number of purposes as part of its operations, including as follows:

- For the purposes of pupil selection and to confirm the identity of prospective pupils and their parents;
- To provide education services (including SEN), career services, and extra-curricular activities to pupils; monitoring pupils' progress and educational needs; and maintaining relationships with alumni and the school community;

- For the purposes of management planning and forecasting, research and statistical analysis, and to enable the relevant authorities to monitor the school's performance;
- 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 (and where necessary, medical) care, and to take appropriate action in the event of an emergency or accident, including by disclosing details of an individual's medical condition where it is in the individual's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips;
- 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. However the School will not publish photographs of individual pupils with their names on the School website without the express agreement of the appropriate individual;
- For security purposes, and for regulatory and legal purposes (for example child protection and health and safety) and to comply with its legal obligations; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

### **Keeping in touch and supporting the school**

The school will use the contact details of parents, alumni and other members of the school community to keep them updated about the activities of the school, including by sending updates and newsletters, by email and by post. Unless the relevant individual objects, the school 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, such as the "Friends of Priory" and the Priory School Alumni organisation;
- Contact parents and/or alumni (including via the organisations above) by post and email in order to promote and raise funds for the school;

Should a parent or pupil wish to limit or object to any such uses, or obtain further information about them, they should advise the School through [headmaster@prioryschool.net](mailto:headmaster@prioryschool.net).

### **Sensitive Personal Data**

The school may, from time to time, need to process "sensitive personal data" regarding individuals. Sensitive personal data includes information about an individual's physical or mental health, race or ethnic origin, political or religious beliefs, sex life, trade union membership or criminal records and proceedings. Sensitive personal data is entitled to special protection under the Acts, and will only be processed by the School with the explicit consent of the appropriate individual, or as otherwise permitted by the Acts.

### **Rights of access to Personal Data ("Subject access request")**

Individuals have the right under the Acts to have access to personal data about them held by the school, subject to certain exemptions and limitations set out in the Acts. Any individual wishing to access their personal data should put their request in writing to the DPO.

The school will endeavour to respond to any such written requests (known as "subject access requests") as soon as is reasonably practicable and in any event within statutory time-limits. The school may charge an administration fee of up to £10 for providing this information.

Certain data is exempt from the right of access under the Acts. This may include information which identifies other individuals, or information which is subject to legal professional privilege. The school is also not required to disclose any pupil examination scripts (though examiners' comments may fall to be disclosed), nor any reference given by the school for the purposes of the education, training or employment of any individual.

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. Pupils aged 12 or over are generally assumed to have this level of maturity, although this will depend on both the child and the personal data requested. All subject access requests from pupils will therefore be considered on a case by case basis.

A person with parental responsibility will generally be expected to make a subject access request on behalf of younger pupils. A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf.

### **Whose rights**

The rights under the Acts belong to the individual to whom the data relates. However, the school will in most cases rely on parental consent to process personal data relating to pupils (if consent is required under the Acts) unless, given the nature of the processing in question, and the pupil's age and understanding, it is more appropriate to rely on the pupil's consent. Parents should be aware that in such situations they may not be consulted.

In general, the school will assume that pupils' consent to disclosure of their personal data to their parents, e.g. for the purposes of keeping parents informed about the pupil's activities, progress and behaviour, and in the interests of the pupil's welfare, 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 will maintain confidentiality unless, in the school's opinion, there is a good reason to do otherwise; for example, where the school believes disclosure will be in the best interests of the pupil or other pupils.

### **Data accuracy and security**

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. Individuals must notify the School of any changes to information held about them via [headmaster@priorschool.net](mailto:headmaster@priorschool.net)

An individual has the right to request that inaccurate information about them is erased or corrected (subject to certain exemptions and limitations under the Act<sup>s</sup>) and may do so by contacting [headmaster@priorschool.net](mailto:headmaster@priorschool.net)

.

The school will take appropriate technical and organisational steps to ensure the security of personal data about individuals. All staff will be made aware of this policy and their duties under the Acts.

### **Enforcement**

If an individual believes that the School has not complied with this Policy or that it has acted otherwise than in accordance with the Data Protection Acts, they should utilise the School Complaints Procedure, notifying the School in the first instance via [headmaster@priorschool.net](mailto:headmaster@priorschool.net)

### **Monitoring and review**

This policy will be reviewed regularly and amended, as necessary, for any changes in legislation or other changes necessary for the efficiency and financial health of the school.

This policy will be monitored by the Headmaster and Finance Director

*Policy reviewed and revised by PM – September 2018*