



Privacy Notice

Throughout the course of pupils being at St Crispin's School, we collect data about them and their progress. Some of this data may be personal information and nearly all of it is required to run the school sufficiently and provide the best education that we can along with a safe environment for the pupils. Below is some information about what data we collect and why with further information and full policies being available upon request from the school office.

Why do we collect and use pupil information?

We collect and use pupil information under the Data Protection Act 1998 and section 1 of Article 6 and Part f, section 2 of Article 9 of the General Data Protection Regulation (GDPR). This data collection and processing is necessary to carry out the functions required of a School.

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

How the School Will Use Your Information

- This notice is aimed at prospective, current and former parents, guardians and pupils and explains how the school uses Personal Data that is covered by the GDPR. The school may amend this notice at any time. You will be notified of any major change to this notice.
- The purpose of the GDPR is to safeguard information about individuals. The GDPR covers issues such as data security, an individual's rights to access their Personal Data and use and the disclosure of Personal Data.
- The school is a Data Controller and Data Processor under the GDPR. This means that it is responsible for compliance with the GDPR.
- Personal Data is information about identifiable individuals that is held on a computer or is held in a file by reference to specific criteria concerning the individual. It also applies to some other records such as certain medical records.
- The school has appointed the Head of Data and Attainment as its Data Protection Officer (DPO). Any questions you have in relation to this policy directed be sent to the DPO.

Data Categories

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Academic performance (such as termly grades and exam results)
- Behaviour (such as behavior issues found and effort and behavior within classes)

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.



Photography

The school uses photographic images in its publications and on its website. We will not publish photographs of individuals alongside their names without the agreement of the appropriate individual.

Admissions

As part of our admissions procedure the school collects details of candidates and their parents or guardians. This information may be used for administrative or legal purposes during the selection process. In addition, financial information is collected for the purposes of a bursary application where applicable. Should the application be unsuccessful this information will be securely destroyed in line with the school's Records Retention Policy unless there is an on-going query.

Pupils, Parents and Guardians

When a pupil accepts a place at the school further data may be collected in addition to that submitted as part of the admissions process. This might include: medical records and information, including details of any illnesses, allergies or other medical conditions suffered by pupils; personal details such as home address, date of birth and next of kin; information concerning pupil's performance at school, including their discipline record; school reports and examination results; financial information including information about the payment of fees; and biometric data (see below). This information is kept electronically on the school's information management systems and/or manually in indexed filing systems.

The school uses this information in order to safeguard and promote the welfare of its pupils, promote the objectives and interests of the school, facilitate the efficient operation of the school and ensure compliance with relevant legal obligations. Examples include: the school keeping details of medical conditions from which a pupil may suffer so that staff will be able to respond appropriately in the event of a medical emergency.

The school may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians. The school confirms that it will not disclose information unless the individual has given their consent or one of the specific exemptions under the Data Protection Act applies. For example, the school will disclose such data as is necessary to third parties for the following purposes: to give a confidential reference to any educational institution which it is proposed that the pupil may attend; to disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of School trips. Where the school receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure. If the data requested can be anonymised the school will release the information in this form.

Biometric Data

The school does not currently collect any Biometric Data. If this changes Pupils, Parents and Staff will be made aware before the introduction of the collection.

CCTV

The school uses CCTV for the purposes of crime prevention and public safety. Please see the separate CCTV Policy for more information.



Archives

Records considered to be of historic value are retained in the school's archive indefinitely. Personal data concerning living individuals, which is not in the public domain, is unavailable to researchers, unless the subject of the information provides written consent

Storing pupil data

We hold core pupil data for 25 years after the Date of Birth. Other types of data retention times can vary, see the full Data Retention Policy for more information.

Who do we share pupil information with?

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Exam Boards as necessary
- NHS as necessary

Aged 14+ qualifications

For pupils enrolling for post 14 qualifications, a ULN may be applied for. As an independent school, this is not mandatory and tends to rely on individual circumstance.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We may be required to share data with the DfE and the exam boards

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. More information may be available from our data protection related policies which are available from the school office upon request.

Youth support services

Once our pupils reach the age of 13, we may also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Youth support services
- Careers advisers

A parent / guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.



Requesting access to your personal data

Under data protection 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 Data Protection Officer using the details below.

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

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

- Mr Tony Lloyd – exam@stcrispins.co.uk