



ST. EDWARD'S
OXFORD

PRIVACY NOTICE
FOR
PUPILS, PARENTS AND GUARDIANS

Introduction

St Edward's School (referred to as 'the School') is committed to protecting your personal data when you use its services. This privacy notice sets out how and why the School collects your personal information. It also explains your rights and decisions about your own information.

Who processes your information?

St Edward's School is registered as the Data Controller with the Information Commissioner's Office (ICO) to ensure that all personal data is stored and processed accurately, securely and purposefully in a timely manner.

What is Personal Data?

Personal data means information that relates to an identifiable, living individual.

The most common types of personal data that will be held and processed by the School in paper, electronic and other formats include personal information such as name, address, contact details, date of birth, photographs, images, recordings, relevant medical data, welfare information, and racial, religious and ethnic information.

Why does the School collect and use personal information?

The School collects, holds and processes personal data in order to:

- carry out its duties and manage its day to day operations as a provider of education;
- support pupil learning;
- monitor and report on pupil progress;
- provide appropriate pastoral care;
- safeguard pupils;
- provide a safe and secure environment; and
- fulfil the School's contractual and other legal obligations.

How does the School obtain this information?

The School obtains this information by asking for details to be provided through completion of forms and via other communication means including emails. The School may get information from you directly, or from members of staff, other pupils, relevant educational organisations and professionals such as doctors etc.

What are your rights?

You have the right to:

- object to the 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 inaccurate personal data rectified, and in certain circumstances, blocked, erased or destroyed; and
- access information that the School holds about you.

Will the School share your data?

Any information which falls under personal data, and is not otherwise exempt, will remain confidential and will be disclosed to third parties only with the consent of the appropriate individual or under the terms of this notice.

In order to send out School publications, an individual's contact details may need to be shared with trusted suppliers with specific prior consent.

There may be circumstances where the School is required either by law or in the best interests of its data subjects to pass information onto trusted external authorities such as the Police or the Local Authority Designated Officer.

For how long does the School keep your data?

The School has a duty to retain personal data and records for a period of time mainly for legal and other legitimate reasons. Some data will be retained following the pupil's departure from the School.

The School's Data Retention Policy defines the length of time for which personal data and records are kept.

Audit and Review

To ensure compliance with the data protection legislation, the School will undertake periodic audits of systems and business processes to identify areas of non-compliance or improvement.

This notice will be reviewed periodically and updated in accordance with changes in legislation.

Queries & Complaints

If you believe that the School has not complied with this notice or acted otherwise than in accordance with the data protection regulation, or believe a data breach has occurred, you should contact the School's Data Protection & Compliance Manager, in writing.

The School will take all steps possible to ensure that it is rectified or corrected. All notifiable breaches will be reported to the relevant supervisory authority within the necessary time frame and guidelines.

If an individual believes that the School has not complied with their data protection rights, they have the right to make a complaint to the ICO. The ICO is the UK supervisory authority for data protection issues.

Further information and guidance

If you would like any further information about anything within this notice, please contact the School's Data Protection & Compliance Manager at datamanager@stedwardsoxford.org

This notice is intended to explain how the School looks after personal data, a detailed Data Protection Policy and Staff Privacy Notice are available on the School Website.