



Privacy Notice for Pupils

Owner:	Data Protection & Compliance Manager
Document Status:	Final
Approved by:	Information Technology Steering Committee (ITSC)
This document is available from:	School Website
Review cycle:	Annual
Current version adopted:	2.1 (February 2021)
Next review date:	May 2021
Linked Documents:	<ul style="list-style-type: none"> • Privacy Notice for Parents and Guardians • Privacy Notice for Alumni (OSE) and Friends of St. Edward's • CCTV Policy • Data Retention Policy • Pupil's IT Code of Conduct • Bring your Own Device (BYOD) Policy
Linked External Documents:	<ul style="list-style-type: none"> • ICO - https://ico.org.uk/

Signed by: Bursar

On behalf of: ITSC

Date: 22/02/2021

Introduction

This notice is to help you understand how and why we collect personal data about you and what we do with that information. It also explains the decisions that you can make about your information. To use data protection terminology, the School is the "data controller" or "controller".

If you have any questions or concerns about this notice, you can contact the Data Protection & Compliance Manager or your tutor or HM who may direct your query to the appropriate person. Alternatively, if you prefer, you can ask your parents or guardians to contact the School on your behalf.

What is "personal data"?

Personal data is information which is about you and from which you can be identified.

This includes your contact details, medical and welfare data, next of kin and financial information. Photos, video recordings and other images such as identifiable CCTV images of you are also personal data.

Where we get your personal data from and who we share it with

We obtain your personal data from a number of different sources. We get a lot of information from your forms. We also get information from other sources such as our teachers, your previous schools and the Government.

Sometimes, we will also share information with these people and organisations, for example, we will tell your parents about how well you are doing at school.

The sections below contain further information about where we get your personal data from and with whom it is shared:

The purposes for which we use your information and the lawful bases

We use your information in order to:

1. Teach you and other pupils;
2. Look after you and other people such as other pupils;
3. Make sure that you and others are behaving properly;
4. Make sure that the School complies with the law, is well managed and that we protect the School; and
5. Advertise the School and tell people about the School and what we do here e.g. we may use photographs of you in our prospectus, on our website or in social media.

We can only use your personal data if we have a good reason to do so. This is about having a "lawful basis" to use your personal data. Our lawful bases are as follows:

- **Legitimate interests (LI):** This means that the School is using your personal data where this is necessary for the School's legitimate interests or someone else's legitimate interests. Specifically, the School has a legitimate interest in educating and looking after its pupils, complying with its agreement with your parents for you to be at the School, promoting and protecting the School and making it better. Legitimate interests only apply where these legitimate interests are not overridden by your interests, rights and freedoms. Legitimate interests apply to all of the 5 purposes listed above.
- **Public task (PT):** This allows the School to use personal data where doing so is necessary in order to perform a task in the public interest. This basis applies to purposes 1, 2, 3 and 4 above. For example, we are performing a task in the public interest when we teach and look after you.

- **Legal obligation (LO):** The School might need to use personal data in order to comply with a legal obligation, for example, to report a concern about your child's wellbeing to Children's Services to report a concern about your wellbeing to Children's Services. Occasionally we may have a legal obligation to share your personal data with third parties such as the court.
- **Vital interests (VI):** Although this won't happen very often, we may need to use your information to protect you or someone else. For example, to prevent someone from being seriously harmed or killed.
- **Consent (CO):** We may ask for consent to use your data in certain ways for example, we may ask for consent before taking or using your identifiable (named) photographs and videos. If we ask for consent to use your personal data, you can take back this consent at any time.

Any use of your information before you withdraw your consent remains valid. Please inform us if you would like to withdraw any consent given.

- **Contract (CT):** We will need to use your information in order to perform our obligations under our contract for teaching you and looking after you.

The section below contains more information about our purposes for using your personal data and the lawful bases.

Our purposes and lawful bases in more detail

This section gives you a lot more information about why the School uses your personal data, where we get it from and who it is shared with, and which lawful bases apply.

We have also used a code system so that you can see which bases we are relying on for each of the purposes described below.

1. The School's primary reason for using your personal data is to provide you and other pupils with an education (LI, PT).
2. The School will also use your personal data to safeguard and promote your welfare and the welfare of others (for example, so that we can look after you if you are hurt) (LI, PT, VI).
3. We use information about you during the admissions process e.g. when marking your entrance exams and learning more about you from your parents before you join the School. We may let your old school know if you have been offered a place at the School as they have a legitimate interest in finding out how what happens to their former pupils as this will help them support their other pupils when they leave the school. The admissions forms which your parents complete give us lots of personal data about you such as your name, contact details, disabilities, any particular difficulties you have with work, hobbies and interests, medical information (such as information about an allergy) and family circumstances. We get information from you, your parents, your teachers and other pupils. Your old school also gives us information about how well you did and any difficulties you had so that we can teach and care for you (LI, PT).
4. Sometimes we get information from your doctors and other professional where we need this to look after you (LI, PT).
5. We need to tell the appropriate teachers if you have a health issue (LI, PT).
6. We will need to tell your teachers if you have special educational needs or need extra help with some tasks (LI, PT).
7. We will need to share information about you (e.g. about your health and wellbeing) with the School Health Centre (LI, PT,VI).

8. Where appropriate, the School will have information about your religious or other beliefs and practices. For example, if you do not eat certain foods (LI, PT).
9. We may also hold information such as your racial or ethnic origin and nationality and for the purposes of providing services such as calculating numbers and statistics for the Independent School Council (ISC) Census and Department of Education (DFE) information. We won't necessarily share your personal data with DFE/ISC (LI, LO, PT).
10. If we have information that you suffer from an allergy, we will use this information so that we can look after you (LI, PT, VI).
11. If we have information that you suffer from a disability, we will use information about that disability to provide support (LI, PT).
12. We record your attendance, leaves and absences from the School and if you have time away from lessons with reasons and other relevant details (LI, PT).
13. We will share your academic and your behaviour records with your parents or guardians so they can support your schooling (LI, PT).
14. Some parents who are based outside of the UK will sometimes choose someone to act on their behalf during the admissions process (eg. an overseas agent). If this applies to you, your parents may provide information to the overseas agent so that he or she can pass this on to the School. The School will sometimes share information with the overseas agent, for example, we may send them the letter telling your parents that we are offering you a place so that they can pass this on to your parents (LI).
15. If a guardian has been appointed for you, we will share your information with them in the same way as we would with your parents (LI).
16. If you are from another country, we have to make sure that you have the right to study in the UK. Sometimes the government will ask us to provide information as part of our reporting requirements. In addition to this we have a duty to provide information about you to UK Visas and Immigration who are part of the government (LI, LO, PT).
17. We will need to share some information about you with the government (e.g. the Department for Education). We will need to tell the local authority that you attend the School, if you leave the School or let them know if we have any concerns about your welfare. The local authority may also share information with us for these reasons (LI, LO, PT).
18. We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School (LI, LO).
19. The School is sometimes inspected to make sure that we are continuing to perform its duties and for improvement. We will have to make your information available to the inspectors to help them to carry out their job (LI, PT, LO).
20. The School may share information about you with the local authority for the purpose of the preparation, implementation and /or review of your Statement of Special Educational Needs or Education Health and Care Plan (LI, PT, LO).
21. Some of the records the School keeps, and which contain your personal data may be used by the School (or by someone else such as the government) to check that the School has complied (LI, PT).
22. The Learning Records Service (which is part of the government) will give us some details such as your unique learning number. We may receive details about you (e.g. your qualifications) from the Learning Records Service (LI, PT).

23. When you take public examinations (e.g. GCSEs) we will need to share information about you with examination boards. For example, if you require extra time in your exams (LI, PT).
24. Depending on where you will go when you leave us, we will provide your information to other schools, colleges and universities, UCAS or potential employers. For example, we will share information about your exam results and provide references (LI, PT).
25. We may pass on information to your next school which they need to look after you, for example, information about any concerns we have had about your welfare (LI, LO, PT).
26. We may need to share information about you with the police or our legal advisers if something goes wrong or to help with an enquiry. For example, if one of your classmates is injured at School or if there is a burglary (LI, LO, PT).
27. If someone makes a complaint about how the School has behaved, we may need to use your information to deal with this appropriately. For example, if your parents complain that we have not looked after you properly (LI, PT).
28. We will need information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing and the other pupils at the School (LI, PT).
29. We may use your information in connection with legal disputes (LI, PT, LO).
30. If you have misbehaved in a serious way, we may need to share information with the police and we may need to use information about the action taken by the police (LI, LO, PT).
31. We use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We will share your information with them if this is relevant to their work (LI, PT).
32. Sometimes we use someone from outside of the School to provide activities. For example, this could be a teacher who does not normally work for the School or it could be a company that provides outdoor activities. We may share your information with them, for example, to tell them what sports you are good at (LI, PT).
33. We may share some information with our insurance company to make sure that we have the insurance cover that we need or in connection with an actual or possible claim (LI, PT).
34. We will use your data to send you information electronically to keep you up to date with what is happening at the School, for example, by sending you School publications, newsletters and information about events and activities taking place (including marketing, fundraising and promotional events) (LI).
35. We may take photographs or videos of you at School events to use on social media, external publications and on the School website. This is to show prospective parents and pupils what we do here and to advertise the School. We may continue to use these photographs and videos after you leave the School (LI, CO).

If you have concerns about us using photographs or videos of you, please inform us.

36. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson (LI, PT).
37. We use CCTV to make sure the school site is safe. Identifiable images captured of you via CCTV is considered as your personal data. The School may use personal data including CCTV

recordings for the purposes of crime prevention and investigation and in connection with its obligation to safeguard the welfare of pupils, staff and visitors to the School site. Further information about the School's use of CCTV can be found in the School's CCTV Policy. CCTV is not used in private areas such as toilets or changing rooms (LI, CT, PT).

38. We will use your personal data to take other steps to make sure the school site and buildings are safe, for example, we keep a record of who is on the school site at any given time (LI, PT, LO).
39. We will monitor your use of email, the internet and mobile electronic devices e.g. laptops. In certain circumstances we may review the content of your messages (e.g. emails and text messages). We monitor and look at your use of technology (e.g. your use of your phone) to check that you and your classmates are not misbehaving, at risk of harm or for other good reasons. Further information about this is available on the Pupil's IT Code of conduct document. You can contact the IT Director or the IT Helpdesk for more information regarding use of your devices (LI, PI).
40. The School must make sure that our computer systems are working well and are secure. This may involve information about you, for example, our anti-virus software might scan files containing information about you (LI).
41. The School is a charity which means that we may need to share your information with the Charity Commission which checks how we are behaving as a charity. We may also share your information with the Fundraising Regulator if this is relevant to their work (LI, PT, LO).
42. If ever in the future, we are considering restructuring the charity which operates the School, we may share your information with the other parties involved and with the relevant professional advisors (LI).
43. We may use your personal data in order to improve the School, for example, to raise money for the School, this includes sending you information about how you can donate to the School after you have left (LI).
For more information, please see our Privacy Notice for Alumni and Friends
<https://www.stedwardsoxford.org/wp-content/uploads/2018/05/Privacy-Notice-for-Alumni-OSE-May-2018.pdf>
44. The community engagement and fundraising team called Beyond Teddies will also have access to your details to invite you to events and send you communications pertinent to your personal and interests. (LI).
Further information on support provided by the alumni team can be found here
www.stedwardsoxford.org/ose/welcome/
45. We will keep details of your address when you leave so we can send you Rhubarb Magazine and find out how you are getting on.
Further information on the alumni association the St Edward's Society can be found here
<https://www.stedwardsoxford.org/ose/welcome/> (LI).
For more information about how we use your personal data after you have left the School please see <https://www.stedwardsoxford.org/wp-content/uploads/2018/05/Privacy-Notice-for-Alumni-OSE-May-2018.pdf>
46. We also keep some information forever for archiving purposes and for historical research purposes. This includes the School's legitimate interest in keeping a record of what the School was like in the past. For example, we keep some old photographs so that we have a record of what the School was like in the past as this helps get people interested in the School's history. Information held in our archive may be made publicly available, but this would only be done

in compliance with data protection laws. Please speak to your tutor if you would like more information (LI, PT).

47. We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing (LI).
48. We may share your information with Governors of the School if it concerns something they should know about. For example, this would apply if you have done something really well or if there is a problem at the School they need to know about (LI, PT).

We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.

If a third-party processes personal data on the School's behalf, the School will fulfil its obligations for sharing information with them in compliance with the latest data protection laws.

As you will see from the information above, in some cases we will rely on more than one basis for a particular use of your information. In addition, we may move from one of the lawful bases listed above to another as circumstances change. For example, if we become really worried about your wellbeing, we may start to rely on "legal obligation" to share personal data with the local authority in addition to the other lawful bases which are noted for looking after you.

We use contractors to handle personal data on our behalf for the following purposes (LI):

- IT consultants who might access information about you when checking the security of our IT network;
- we use software, apps and websites to help us with teaching, and to help us provide pastoral support to you and your classmates. For example, we may use an app which allows you to access homework which has been set by your teachers; and
- we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site.

The School has extra obligations in relation to some types of more sensitive personal data. This applies to the following categories of information: personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about criminal convictions or offences. When the School handles these types of information it will usually be doing so because:

- It is in the substantial public interest to do so, for example, to assist the School comply with its safeguarding obligations;
- The School is an employer (e.g. we employ your teachers). Also, the School will use your information to comply with social protection law (e.g. to look after you) and social security laws. Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.
- To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious;
- It is necessary for the establishment, exercise or defence of legal claims. For example, this allows us to share information with our legal advisors and insurers.

Sending information to other countries

In certain circumstances, we may send your information to countries which do not have the same level of protection for personal data as there is in the UK. For example, we may:

- store your information on cloud computer storage based overseas;
- sign up with organisations that are overseas to enhance the quality of teaching.

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here : https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en

If the country that we are sending your information to is not on the list, or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal data as there is in the UK.

For how long do we keep your information?

We keep your information for as long as we need to in order to educate and look after you. We will keep some information after you have left the School, for example, so that we can find out what happened if you make a complaint. In some cases, we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law. Some data may be retained indefinitely for archiving purposes.

For more information on how personal data is used by the School more widely and for a copy of the School's Data Retention Policy please contact the Data Protection and Compliance Manager at datamanager@stedwardsoxford.org

What decisions can you make about your information?

Data protection legislation gives you a number of rights regarding your information. Your rights are as follows:

- **Correction:** if information the School holds about you is incorrect you can ask us to correct it.
- **Access:** you can also ask what information we hold about you and be provided with a copy. This is commonly known as making a subject access request.
- **Deletion:** you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information.
- **Portability:** you can request the transfer of your information to you or to a third party in a format that can be read by computer. This applies where (a) the information has been provided by you; (b) the basis that we are relying on to process your information is consent or contract (please see "our lawful bases for using your information" above); and (c) the information is being processed by us on computer.
- **Restriction:** you can request that we restrict how we use your personal data.
- **Object:** you may object to us using your information that is likely to cause, or is causing damage or distress, or for the purposes of direct marketing. You can also object to decisions being taken by automated means.

Please contact the Data Protection & Compliance Manager to exercise any of your above rights if:

- you would like to exercise any of our rights listed above; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

This privacy notice does not, and is not intended to, give you any rights which you did not already have. You should inform the School of any changes to your personal data provided to the School, so it is held up-to-date and accurately.

Audit, review and complaints

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

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

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, we would ask you to contact the School's Data Protection & Compliance Manager in the first instance. 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.

St Edward's School is registered as the Data Controller with the Information Commissioner's Office (ICO). If you believe that the School has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office (ICO). The ICO is the UK supervisory authority for data protection issues.

Further information and guidance

The Bursar has the overall responsibility for data protection within the School and is supported by the Data Protection & Compliance Manager, who has the delegated responsibility for overseeing the School's data practices are compliant with the relevant data protection legislation.

If you have any questions about this notice or its references, or require any further information about how the School uses your data, you can contact the Data Protection & Compliance Manager via your tutor or HM, or your parents or guardians, or directly at datamanager@stedwardsoxford.org, Data Protection & Compliance Manager, St Edward's School, Woodstock Road, Oxford, OX2 7NN.

The Development Director is the person responsible at the School for managing how we look after personal data and deciding how it is shared in relation to fundraising and development, and can be contacted at development@stedwardsoxford.org

The IT Director is the person responsible at the School for managing the IT systems and policies, and can be contacted at itservicedesk@stedwardsoxford.org