



ST. EDWARD'S  
OXFORD

# Privacy Notice for Pupils, Parents and Guardians

AUGUST 2024

## Document History

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Linked external documents	ICO - <a href="https://ico.org.uk">https://ico.org.uk</a>

## Introduction

This notice is to help you understand how and why we collect personal data about you as pupils, or as parents and guardians of pupils, 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 Compliance Manager, or pupils can contact tutors or HMs who may direct your query to the appropriate person.

## What is "personal data"?

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

The categories of pupil information we collect, process, hold and share are:

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including [biometric data, ethnicity, relevant medical information, special educational needs information]);
- Images of pupils engaging in school activities, and images captured by the School's CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information;
- Financial details
- Post 16 learning information
- Recordings of pupils and/or parents from the School's video conferencing platform;

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

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We obtain your personal data from a number of different sources. We get a lot of information from you (e.g., when you complete the application, registration and joining forms). We also get information from other sources such as our teachers, previous schools, other members of your family, other pupils and their parents, as well as from people outside of the School such as the local authority.

We will also share information with these people and organisations where appropriate. For example, if you tell us about something which has happened at home, we will share this with your child's teachers if relevant.

If a third-party processes personal data on the School's behalf, the School will fulfil its obligations under the latest data protection laws.

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 basis

We use your information in order to:

1. Carry out our obligations and enforce our rights under our contract with parents and guardians;
2. Teach you/your child and our other pupils;
3. Look after you/your child and others such as other pupils;
4. Enable the School to comply with its legal obligations, to assist the School regarding the management and operation of the School and to advance and protect the School's interests, objects and reputation;
5. In order to send out School publications and newsletters, we will share your details with trusted suppliers;
6. Fundraise, market and promote the School. For example, by using photographs in the School prospectus, on the School's website or in social media.

Our lawful basis for using your personal data are as follows:

- **Contract (CT):** We will need to use parent and guardian information in order to perform our obligations under our contract with you and for you to perform your obligations as well. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern. We may also rely on this basis where you have asked us to do something before entering into a contract with us.
- **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 parents and guardians for your child to be at the School. This includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid school fees are due, investigating if something has gone wrong and protecting, promoting and improving the School. This basis applies to all of the 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 2, 3 and 4 above. For example, we are performing a task in the public interest when we teach and look after you/your child.
- **Legal obligation (LO):** The School might need to use your information in order to comply with a legal obligation, for example, to report a concern about you/your child's wellbeing to Children's Services or in relation to inspections. Occasionally we may have a legal obligation to share your personal data with third parties such as the courts, local authorities or the police.
- **Vital interests (VI):** In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else. For example, to prevent someone from being seriously harmed or killed.
- **Consent (CO):** We may ask for your consent to use your data in certain ways for example, we will ask for your consent for marketing and promotional purposes and before taking or using identifiable (named) photographs and videos. If we ask for your 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. You can contact the Compliance Manager if you would like to withdraw any consent given.

We do not rely on the contractual basis to use your personal data if we do not have a contract with you. For example, if you are a guardian or a parent not party to the contract with the School for your child's education.

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 contains more detail about the purposes for which your personal data is used, the applicable lawful bases as well as further information about sources and recipients.

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 educational and pastoral services to you/your child (LI, CT, PT).
2. 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).
3. 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 visitors to the school at any given time (LI, PT, LO).
4. 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).
5. We will also hold information such as your sexuality, 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).
6. We may take photographs or videos of you at School events to use on social media 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/your child has left the School (LI). If you have concerns about us using photographs or videos of you, please inform us.
7. If there is a complaint or grievance made to the School which involves you then we will use your information in connection with that complaint or grievance (LI, PT).
8. We may use your information in connection with legal disputes (LI, PT, LO).
9. With prior consent from you, we will 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) (CO).

10. We will need information about any court orders or criminal matters which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other pupils at the School (LI, CT, PT).
11. We may also post material including School publications and magazines to your address. You have the right to object to this by informing us (LI).
12. 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/your child has left (LI). For more information, please see our Privacy Notice for Alumni and Friends [www.stedwardsoxford.org/about-us/reports-and-policies](http://www.stedwardsoxford.org/about-us/reports-and-policies)
13. We will keep details of your address when your child leaves the School so the Beyond Teddies team can send you Rhubarb (Alumni Magazine) should you request one (LI).
14. We may use your information when ensuring network and information security, for example, our anti-virus software might scan files containing information about you (LI).
15. We also keep some information indefinitely for archiving purposes (this is known as "archiving in the public interest" under data protection law) and for historical research purposes. This includes the School's legitimate interest in research; supporting long-term accountability; enabling the discovery and availability of the School and the wider School community's identity, memory, culture and history; enabling the establishment and maintenance of rights and obligations and of precedent decisions; educational purposes; and commercial and non-commercial re-use. For example, we keep some old photographs so that we have a record of what the School was like in the past. Information held in our archive may be made publicly available, but this would only be done in compliance with the latest data protection laws (LI, PT)

### **Relating to Parents & Guardians**

16. We will use information about you in order to process your application for your child's admission to the School. We obtain information about you from the forms and from your child's previous schools. We also may get information from professionals such as doctors and local authorities (LI, CT, PT).
17. We will have information about any family circumstances which might affect your child's welfare or happiness. This is to help us provide appropriate care and support to your child (LI, CT, PT).
18. 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) (LI, CT).
19. We will hold information about bankruptcy petitions and statutory demands, where relevant (LI, CT).
20. We may share your information with debt recovery suppliers if you do not pay any School fees owed to the School (LI, CT).
21. We may search the files of any licensed credit reference agency in order to verify your identity. This also allows us to assess your application for the award of a bursary or for credit in contemplation of an agreement for the deferment of fees. The credit reference agency will keep a record of that search and details about your application. This record will be seen by other organisations which make searches about you (LI, CT).
22. We may obtain information about you from publicly available sources, such as Companies House and Zoopla, to assess your ability to pay School fees (LI, CT).
23. We may use a third-party organisation to assist us with our bursary application process. If you apply for a bursary, we will share information about you with a third-party organisation to assist us so that they can assess your application (LI, CT). Failure to supply information may result in a refusal of an award or credit.

24. With prior consent, we will contact you to ask if you would like to contribute to events where you can give career advice or mentor current or past pupils, pertinent to your personal and professional interests. (CO).
25. We will keep details of your address when your child leaves the School so we can find out how your child is progressing (LI).
26. We may send you information about the School before you accept a place for your child. For example, we may send you a copy of the school prospectus (LI).

### **Relating to Pupils**

27. The School will 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).
28. The school is also required, by law, to ensure that you are safeguarded from potentially harmful and inappropriate online material when they are using the school internet and working on school devices. We use software to filter the internet at school so you are shielded from inappropriate material and any misuse of the school systems or concerns that are identified by the system are alerted to senior pastoral staff (LI, PT, VI).
29. 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).
30. Sometimes we get information from your doctors and other professional where we need this to look after you (LI, PT).
31. We need to tell the appropriate teachers if you have a health issue (LI, PT).
32. We will need to tell your teachers if you have special educational needs or need extra help with some tasks (LI, PT).
33. We will need to share information about you (e.g. about your health and wellbeing) with the School Health Centre and the NHS (LI, PT,VI).
34. 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).
35. If we have information that you suffer from a disability, we will use information about that disability to provide support (LI, PT).
36. 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).
37. We will share your academic and your behaviour records with your parents or guardians so they can support your schooling (LI, PT).
38. 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).

39. 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).
40. 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).
41. 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).
42. 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 is compliant (LI, PT).
43. 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).
44. 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).
45. 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).
46. 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).
47. 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).
48. 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).
49. 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).
50. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson (LI, PT).
51. 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).
52. 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).
53. 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).
54. 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).



**Sharing personal data with third parties**

55. In accordance with our legal obligations, we will share information with local authorities, the Independent Schools Inspectorate / Ofsted and the Department for Education, for example, where we have any safeguarding concerns or to comply with our legal obligations. These organisations may also provide information to us for these purposes (LI, LO, PT).
56. On occasion, we may need to share information with our legal advisors for the purpose of obtaining legal advice (LI, LO, PT).
57. We may share information with the police for the prevention and investigation of crime and the prosecution of offenders. We will only do this in specific circumstances to assist the police with their investigations (LI, CT, LO, PT).
58. 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, PT).
59. Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly (e.g. our auditors). We will share your information with them if this is relevant to their work (LI, CT, PT).
60. If your child is not of British nationality, we need to make sure that your child has 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 to comply with our duties as a Tier 4 sponsor (LI, CT, LO, PT).
61. The School is a charity which means that in exceptional circumstances we may need to share your information with the Charity Commission e.g. in the event of a serious incident (LI, LO, PT).
62. We may share some information with our insurers to make sure that we have the insurance cover that we need, or in connection with an actual or possible claim (LI, PT).
63. If you have unpaid fees, we may share information about this with other schools or educational establishments to which you intend to send your child (LI).
64. If your child leaves us to attend another school, we may provide that school with information about you. For example, details of family circumstances if there have been any safeguarding incidents (LI, LO, PT).
65. We may share information about you with others in your family where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations, or in connection with school fees (LI, PT).
66. We may need to share information if there is an emergency, for example, if you are hurt whilst on School premises (LI, VI).
67. If you have appointed an agent to act on your behalf, we may share information with them. For example, we may send letters to them so that they can pass these on to you (LI).
68. The School may share information about you/your child with the local authority for the purpose of the preparation, implementation and/or review of a Statement of Special Educational Needs or an Education and Health Care Plan (LO, PT).
69. We may share your personal data with Governors of the School if it concerns something it would be appropriate to tell them about for the purposes set out in this notice. For example, if there is a concern involving you or your child (LI, PT).
70. 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).



71. 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 the School's performance (LI, PT).
72. The School must make sure that our computer systems are working well and are secure. This may involve information about your child, for example, our anti-virus software might scan files containing information about your child (LI).
73. We use contractors to handle personal data on our behalf for the following purposes (LI):
74. IT consultants who might access information about you when checking the security of our IT network;
75. we use software, apps and websites to help us with teaching, and to help us provide pastoral support to our pupils. For example, we use an app which allows pupils to access homework which has been set by their teachers; and
76. 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.
77. The School has a statutory obligation to ensure that children are safeguarded from potentially harmful and inappropriate online material when they are using the school internet and working on school devices. To fulfil this obligation the school uses software to block inappropriate online content and to alert senior pastoral staff to any concerns. This may involve senior pastoral staff being alerted to information about your child.

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.

As you will see from this notice, in some cases we will rely on more than one lawful basis above 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, as a safeguarding matter becomes more serious, 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 safeguarding purposes.

## More sensitive types of personal data

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;
- There will be times when the School needs to use your information because we are an employer (e.g. we employ teachers). Also, the School may use your information to comply with social protection law (e.g. to look after you/your child) 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://commission.europa.eu/law/law-topic/data-protection\\_en](https://commission.europa.eu/law/law-topic/data-protection_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.

Where appropriate we may put in place additional safeguards, for example, if we are using a third party to process a payment then we may ask them to contract with us using model data protection clauses provided by the European Commission in the absence of any other appropriate safeguard. If you would like more information about the safeguards that are in place, please contact the Compliance Manager.

## Automated Decision Making

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances.

Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

## 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/your child. We will keep some information after you/your child has 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.

We will also keep information for a long time as part of its wider legal and regulatory obligations, even if that information is no longer needed for marketing, development or fundraising purposes. Similarly, we will retain information about your involvement with the School as this helps us tailor

our communications to you both now and in future. We may also need to keep a record if you tell us that you do not want to hear from us anymore, so that we do not inadvertently add you to our mailing list in the future. 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 Compliance Manager at [dataprotection@stedwardsoxford.org](mailto:dataprotection@stedwardsoxford.org)

## What decisions can you make about your information

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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 Compliance Manager to exercise any of your above rights if:

- you object to us using your information for marketing purposes e.g. to send you information about School events. We will stop using your information for marketing purposes if you tell us not to; 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. If you fail to provide certain information when requested, we may not be able to perform our obligations under the contract we have entered with you. We may also be prevented from complying with our legal obligations (such as to ensure the welfare of pupils and their classmates). Failing to provide information may also adversely affect the education and care we are able to provide.

## Audit, review and complaints

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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 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). The ICO is the UK supervisory authority for data protection issues.

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) via <https://ico.org.uk/concerns>

The School has appointed TurnITon as an external Data Protection Officer (DPO). This will be supported internally by the Compliance Manager.

## Further information and guidance

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The Bursar has the overall responsibility for data protection within the School and is supported by the 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 Compliance Manager at [dataprotection@stedwardsoxford.org](mailto:dataprotection@stedwardsoxford.org), Compliance Manager, St Edward's School, Woodstock Road, Oxford, OX2 7NN.

The external DPO is contactable on [gdpr@turniton.co.uk](mailto:gdpr@turniton.co.uk) or 01865 597620 (Option 3).

The Development Director is the person responsible at our 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](mailto: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](mailto:itservicedesk@stedwardsoxford.org)

## Further information and guidance

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We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

