

## **Egerton Rothesay School**

### **Privacy Notice for Parents and Pupils**

This notice explains what personal data (information) we hold about you and your child and how we collect, use and may share information about you. We are required to give you this information under data protection law.

Egerton Rothesay School collects, uses and is responsible for certain personal information about parents and pupils. When we do so we are regulated under the Data Protection Act (2018) and the General Data Protection Regulation (UK GDPR) and we are responsible as 'controller' of that personal information for the purposes of those laws.

Egerton Rothesay School Ltd has overall responsibility for policies and procedures relating to data protection and for ensuring compliance with the GDPR. The Board of Directors for Egerton Rothesay School Ltd have delegated responsibility for overseeing and monitoring the school's data protection procedures and to ensure their compliance with the GDPR to the school's Data Protection Officer (DPO).

Our Data Protection Officer is Mrs Sarah Vest. She can be contacted by email at [dpo@eger-roth.co.uk](mailto:dpo@eger-roth.co.uk)

#### **What is personal information?**

Personal information is information that identifies you as an individual and relates to you.

#### **Personal information we collect**

We collect the following personal information provided by you:

- Personal information (such as name, date of birth, contact details)
- Special category characteristics (such as ethnicity, special educational needs information, relevant medical information )
- Assessment information
- Financial information

We also obtain personal information from other sources as follows:

- Personal information, special category information, assessment results and SEN information from previously attended school settings
- Personal information and special category information from the local authority of a pupil with an Education, Health and Care Plan (EHCP)
- Personal information and special category information from medical or other specialist professionals working with the pupil

#### **How we use your personal information**

We use you/your child's personal information for the following purposes:

- To support pupil learning
- To safeguard children and young people

- To monitor and report on pupil progress
- To provide appropriate pastoral care and support
- To support decisions about what to do after leaving school
- To provide information to other educational settings attended after leaving ERS
- To support or improve educational provision
- To support the selection of pupils as part of the admissions process
- In relation to the payment of school fees
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school
- To comply with the law regarding data sharing

In some cases we may share personal information with a third party. This will only be done with your consent, unless the law requires us to share your data. Where the school shares data with a third party, they are required to comply with the same data protection standards that Egerton Rothesay School upholds.

#### **Who we share your personal information with**

- Department for Education (DfE) as part of statutory data collections, such as the school census; some of which information is then stored in the National Pupil Database (NPD)
- Independent Schools Inspectorate (ISI) and Independent Schools Association (ISA) in respect of school inspection and registration
- Commissioned providers of local authority services, where applicable
- Local authorities of pupils with an Education, Health and Care Plan
- Third-party providers of information services (such as assessment/tracking tools, teaching and learning programmes)
- Schools or colleges attended after leaving ERS
- Contracted providers of services (such as school photographers and catering providers) where consent has been given

In certain circumstances we may need to share information with legal advisors for the purpose of obtaining legal advice. We may also need to share personal data with our insurance company (e.g. in the event of a serious incident at school)

We will share personal information with law enforcement or other authorities if required by applicable law.

#### **How long your personal data will be kept**

We will hold your personal information securely and retain it from the child/young person's date of birth until they reach the age of 25, or otherwise in accordance with our data retention policy. Once the retention period has expired the information will be archived or securely destroyed.

#### **Reasons we can collect and use your personal information**

For personal data to be processed lawfully, it must be processed on the basis of one of the

legal grounds set out in the Data Protection Legislation. We will normally process personal data under the following legal grounds:

- where the processing is necessary for the performance of a contract between us and the data subject, such as our contract with parents
- where the processing is necessary to comply with a legal obligation that we are subject to, (e.g the Education Act 2011)
- where the law otherwise allows us to process the personal data or we are carrying out a task in the public interest, such as providing education
- where the processing is for a legitimate reason other than when we are carrying out a task in the public interest, such as facilitating the efficient operation of the school and ensuring that all relevant legal obligations of the school are complied with
- where none of the above apply then we will seek the consent of the data subject to the processing of their personal data.

When special category personal data is being processed then an additional legal ground must apply to that processing. We will normally only process special category personal data under the following legal grounds:

- where the processing is necessary for reasons of substantial public interest, for example for the purposes of equality of opportunity and treatment
- where the processing is necessary for health or social care purposes, for example in relation to pupils with medical conditions or disabilities
- where none of the above apply then we will seek the consent of the data subject to the processing of their special category personal data.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to personal information to those who have a genuine business need to know it. Those processing personal information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Your Rights**

Under the GDPR you have rights which you can exercise which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing

- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you/your child
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you/your child
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact Mrs Sarah Vest.

#### **Who to contact and where to go for further information**

Please contact Mrs Sarah Vest on the school telephone number or by email [dpo@eger-roth.co.uk](mailto:dpo@eger-roth.co.uk) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or for how long it has been kept

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.