



FOUNDED 1879

HALLFIELD SCHOOL

PRIVACY NOTICE – PUPILS, PARENTS & ALUMNI

Head Master	Mr K Morrow	
Chairman of Governors	Mr K Uff	
Staff member with responsibilities	Director of Finance & Operations	
Subcommittee with responsibilities	Compliance Committee	
ISI Regulatory Policy	NO	
Date adopted by Governing Body	Signed	
	Date	Autumn 2018
Date for policy review	Autumn 2021 (unless new legislation requires amendment)	

*“Hallfield School promotes the safeguarding and welfare of children in its care;
all policies support the Safeguarding Policy”*



HALLFIELD SCHOOL

PRIVACY NOTICE – PUPILS, PARENTS & ALUMNI

SCOPE

All pupils and parents of pupils who currently attend the school as well as prospective pupils and parents of pupils who may attend the school in future. It also applies to Alumni.

AIMS

- To advise the above of why we need to hold personal data.
- To advise how we process personal information to ensure that we comply with GDPR.
- To advise pupils, parents and Alumni on their rights under GDPR legislation.

NOTICE STATEMENT

Sections

1. Who we are
2. What this Privacy Notice is for
3. Responsibility for data protection
4. Why the school needs to process personal data
5. Types of personal data processed by the school
6. How the school collects data
7. Who has access to personal data and who the school shares it with
8. How long does the school keep personal data
9. Keeping in touch and supporting the school
10. Your rights
11. Data accuracy and security
12. Policy updates
13. Queries and complaints

1. Who we are

We are Hallfield School Trust, a charitable company limited by guarantee and registered in England and Wales. Our company registration number is 631045 and our registered office is at Hallfield School, 48 Church Road, Edgbaston, Birmingham B15 3SJ. Our charity registration number is 528956.

Hallfield School Trust ("**the School**") is the Data Controller for the purposes of the relevant data protection legislation¹ ("**Data Protection Law**") and is registered with the Information Commissioner's Office ("**ICO**"). Our ICO registration number is Z7190627.

2. What this Privacy Notice is for

This Privacy Notice is intended to provide information about how the School will use or process personal data about individuals including:

- Pupils, who the School define as current and prospective pupils ("**Pupils**");
- Parents, who the School define as parents or those with parental responsibility for current and prospective pupils ("**Parents**"); and
- Alumni, who the School define as former pupils (Old Hallfieldians) and their parents or those with parental responsibility, former staff, former governors and Trustees of Hallfield ("**Alumni**").

This information is provided because Data Protection Law gives individuals rights to understand how their data is used. Pupils, Parents and Alumni are all encouraged to read this Privacy Notice and understand the School's obligations to its entire community.

This Privacy Notice applies alongside any other information the School may provide about a particular use of personal data, for example when collecting data via an online or paper form.

This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies, including (but not limited to):

- any contract between the School and Parents;
- the School's Policy on taking, storing and using images of children;
- the School's CCTV Policy;
- the School's Retention of Records Policy;
- the School's Safeguarding Policy, Behaviour and Health & Safety Policy, including as to how concerns or incidents are reported or recorded; and
- the School's IT Policies, including its Acceptable Use Policy.

Anyone who may be employed or engaged by the School to work for it in any capacity (including academic and other staff, contractors, itinerant teachers, casual workers, temps, volunteers and governors), as well as prospective applicants for roles, should also be aware of and comply with the School's Privacy Notice – Staff and Governors, which provides further information about how personal data about those individuals will be used.

3. Responsibility for data protection

The School has appointed the Director of Finance and Operations as Data Protection Co-ordinator, who will deal with all your requests and enquiries concerning the School's uses of your personal data (see section 10 on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this Privacy Notice and Data Protection Law.

Should an individual wish to contact the Data Protection Co-ordinator, please use the contact details provided in section 13 below.

¹ Data Protection Act 1998 (as amended or superceded, including from 25 May 2018 the General Data Protection Regulation (EU 2016/679)) and other related legislation.

4. Why the School needs to process personal data

In order to carry out its ordinary duties to Pupils, Parents, Alumni and the wider school community, the School needs to process a wide range of personal data about individuals (including Pupils, Parents or Alumni) as part of its daily operation.

The School relies on different legal bases for processing the personal data of Pupils, Parents and Alumni.

4.1 Contract

The School will process personal data where it is necessary for the School to fulfil its rights or obligations under a contract to which Pupils, Parents or Alumni are a party, or in order for the School to take steps necessary to enter into a contract or other engagement with Pupils, Parents or Alumni.

4.2 Legitimate interests

The School will process personal data where it is necessary for the School's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data.

The School expects that the following uses will fall within that category of its (or its community's) legitimate interests:

- for the purposes of Pupil selection (and to confirm the identity of Pupils and their Parents);
- to provide education services, including musical education, physical training or spiritual development, and extra-curricular activities to Pupils, and monitoring Pupils' progress and educational needs;
- to maintain relationships with Pupils, Parents and the wider School community;
- to maintain relationships with Alumni (including communication by post regarding direct marketing or fundraising activity);
- for the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law (such as tax, diversity or gender pay gap analysis);
- to enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate;
- to give and receive information and references about Pupils, Parents and Alumni, including relating to outstanding fees or payment history, to/from any educational institution that the Pupil attended or where it is proposed they attend; and to provide references to potential employers of Pupils and Alumni;
- to enable Pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of Pupils of the School;
- to safeguard Pupils' welfare and provide appropriate pastoral care;
- To monitor (as appropriate) use of the school's IT and communications systems in accordance with the school's IT: Acceptable Use Policy;
- to make use of photographs and images of Pupils where it is considered unlikely to cause any negative impact on the Pupil, in accordance with the School's Policy on taking, storing and using images of Children, including:
 - for administrative purposes in the course of the ordinary running of the School (for example identification and security); and
 - to celebrate and promote the work, activities and achievements of the Pupil and the School via:
 - internal School communication channels (for example the School's notice boards, displays, intranet, Parent Portal and Parentmail); and

- external School publications and publicly-accessible media channels (for example the School's prospectus, newsletters, website, social media, press releases and other printed materials).
- for security purposes, including CCTV, in accordance with the School's CCTV Policy;
- to carry out or cooperate with any school or external complaints, disciplinary or investigation process; and
- where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for the School.

4.3 Legal obligation

The School will process personal data where it is necessary for the School to comply with the law (not including contractual obligations).

4.4 Consent

The School will process personal data where the individual has given clear consent for a specific purpose. The School expects that the following uses fall within the consent category:

- to make use of photographs and images of Pupils in School advertising campaigns (for example adverts on television, billboards and in published magazines) where the Pupil is prominently featured (but not usually when the Pupil is included as part of a larger group or team shot); and
- for the purposes of electronic communication (most notably email and text message) with Alumni regarding direct marketing or fundraising activity.
- for the processing of certain special categories of personal data (see Section 4.5 below).

4.5 Special category data & criminal offence data

The School may on occasion need to process special categories of personal data (concerning health, race or ethnic origin, political or religious beliefs, sex life or sexual orientation) or criminal records information (such as when carrying out DBS checks) in accordance with rights or duties imposed on it by law, including as regards safeguarding, or from time to time by explicit consent where required. These reasons will include:

- to safeguard Pupils' welfare and provide appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so, for example for medical advice, for social protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or organisers of school trips who need to be made aware of dietary or medical needs;
- to provide educational services in the context of any special educational needs of a Pupil;
- to provide spiritual education in the context of any religious beliefs;
- in connection with employment of its staff, for example DBS checks;
- as part of any school or external complaints, disciplinary or investigation process that involves such data, for example if there are SEN, health or safeguarding elements; or
- for legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care.

5 Types of personal data processed by the School

This will include by way of example:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- car details (about those who use our car parking facilities);
- bank details and other financial information, for example about Parents who pay fees to the School;
- Pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- information about individuals' health and welfare (where appropriate), and contact details for their next of kin;
- references given or received by the School about Pupils, and relevant information provided by previous educational establishments and/or other professionals or organisations working with Pupils;
- correspondence with and concerning Pupils, Parents and Alumni; and
- photographs and images of Pupils (and occasionally other individuals) engaging in school activities, and images captured by the School's CCTV system, in accordance with the School's Policy on taking, storing and using images of Children Policy and CCTV Policy;

6 How the School collects data

Generally, the School receives personal data from the individual directly (including, in the case of Pupils, from their Parents). This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).

However in some cases personal data will be supplied by third parties (for example another school, or other professionals or authorities working with that individual); or collected from publicly available resources.

7 Who has access to personal data and who the School shares it with

Occasionally, the School may need to share personal information relating to its community with third parties, such as:

- professional advisers (for example solicitors, insurers, PR advisers and accountants);
- government authorities (for example HMRC, DfE, police or the local authority); and
- appropriate regulatory bodies (for example [Independent Schools Inspectorate](#), Ofsted or the Information Commissioner).
- For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals only in accordance with access protocols (on a 'need to know' basis). Particularly strict rules of access apply in the context of:
 - medical records; and
 - pastoral or safeguarding files.

However, a certain amount of any SEN Pupil's relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the Pupil requires.

Pupils and Parents are reminded that the School is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on safeguarding files, and in some cases referrals to relevant authorities such as the LADO or police. For further information about this, please view the School's Safeguarding Policy.

Finally, in accordance with Data Protection Law, some of the School's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers. This is always subject to assurances that personal data will be kept securely and only in accordance with the School's specific directions.

8 How long does the School keep personal data

The School will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason in accordance with the School's Retention of Records Policy. Individual Pupil records, for example, may be retained up until the Pupil is 25 years of age, however, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements².

If you have any specific queries about how the School's Retention of Records Policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Data Protection Co-Ordinator using the contact details provided in section 13 below. However, please bear in mind that the School will often have lawful and necessary reasons to hold on to some personal data even following such request.

A limited and reasonable amount of information will be kept for archiving purposes, and even where you have requested that the School no longer keep in touch with you, the School will need to keep a record of the fact in order to fulfil your wishes (called a "suppression record").

9 Keeping in touch and supporting the School

The School and/or any relevant other organisation may use the contact details of Parents, Alumni and other members of the School community to keep them updated about the School and Alumni news, events, fundraising, careers and networking opportunities. The School may also:

- share personal data about Pupils, Parents and/or Alumni, as appropriate, with organisations set up to help establish and maintain relationships with the School community, such as the Parent Teachers' Association and Old Hallfieldian Society; and
- contact Parents and/or Alumni (including via the organisations above) by post and email in order to promote and raise funds for the School and, where appropriate, other worthy causes.

Should Pupils, Parents or Alumni wish to limit or object to any such use, or would like further information about them, please contact the Data Protection Co-Ordinator in writing using the contact details provided in section 13 below. Individuals always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the School is nonetheless likely to retain some of your details (not least to ensure that no further communications are sent to that particular address, email or telephone number).

² In the light of the Independent Inquiry into Child Sexual Abuse ("IICSA"), former Chair Dame Lowell Goddard's forceful statements, and various high-profile safeguarding cases, there is a strong recommendation for long-term, lifetime or even indefinite keeping of full Pupil records related to incident reporting, and consideration that this also be extended to all Pupil and Staff files on a 'safety first' basis. As such, the School will not be deleting historic Pupil or Staff files, or any material potentially relevant for future cases, even if it has been held for long periods already, until such a point as the IICSA has concluded or further guidance has been provided.

10 Your rights

10.1 Right of access to personal data

Individuals have various rights under Data Protection Law to access and understand personal data about them held by the School, and in some cases ask for it to be erased or amended or have it transferred to others, or for the School to stop processing it – but subject to certain exemptions and limitations.

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to the Data Protection Co-Ordinator.

The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits (which is one month in the case of requests for access to information).

The School will be better able to respond quickly to smaller, targeted requests for information. If the request for information is manifestly excessive or similar to previous requests, the School may ask you to reconsider, or require a proportionate fee (but only where Data Protection Law allows it).

10.2 Requests that cannot be fulfilled

You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access. This will include information which identifies other individuals (and Parents need to be aware this may include their own children, in certain limited situations – please see further information below), or information which is subject to legal privilege (for example legal advice given to or sought by the School, or documents prepared in connection with a legal action).

The School is also not required to disclose any Pupil examination scripts (or other information consisting solely of Pupil test answers), provide examination or other test marks ahead of any ordinary publication, nor share any confidential reference given by the School itself for the purposes of the education, training or employment of any individual.

You may have heard of the "right to be forgotten". However, the School will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your (or your child's) personal data: for example, a legal requirement, or where it falls within a legitimate interest identified in this Privacy Notice. All such requests will be considered on their own merits.

10.3 Pupil requests for their own personal data

Pupils can make subject access requests for their own personal data, provided that, in the reasonable opinion of the School, they have sufficient maturity to understand the request they are making (see section 10.6 on Whose Rights? below). A Pupil of any age may ask a Parent or other representative to make a subject access request on his/her behalf.

Indeed, while a person with Parental responsibility will generally be entitled to make a subject access request on behalf of younger Pupils, the law still considers the information in question to be the child's. For older Pupils, the Parent making the request may need to evidence their child's authority for the specific request.

Pupils aged 13 and above are generally assumed to have this level of maturity, although this will depend on both the child and the personal data requested, including any relevant circumstances at home. Slightly younger children may however be sufficiently mature to have a say in this decision, depending on the child and the circumstances.

10.4 Parental requests for their child's personal data

It should be clearly understood that the rules on subject access are not the sole basis on which information requests are handled. Parents may not have a statutory right to information, but they and others will often have a legitimate interest or expectation in receiving certain information about Pupils without their consent. The School may consider there are lawful grounds for sharing with or without reference to that Pupil.

Parents will in general receive educational and pastoral updates about their children. Where Parents are separated, the School will in most cases aim to provide the same information to each person with Parental responsibility, but may need to factor in all the circumstances including the express wishes of the child.

All information requests from, on behalf of, or concerning Pupils – whether made under subject access or simply as an incidental request – will therefore be considered on a case by case basis.

10.5 Right to withdraw consent

Where the School is relying on consent as a means to process personal data, any person may withdraw this consent at any time (subject to similar age considerations as above). Examples where the School does rely on consent are detailed in section 4.4 Consent above. Please be aware however that the School may not be relying on consent but have another lawful reason to process the personal data in question even without your consent.

That reason will usually have been asserted under this Privacy Notice, or may otherwise exist under some form of contract or agreement with the individual (for example a Parent contract, or because a purchase of goods, services or membership of an organisation such as the Parent Teachers' Association or Old Hallfieldian Society has been requested).

10.6 Whose rights?

The rights under Data Protection Law belong to the individual to whom the data relates. However, the School will often rely on Parental authority or notice for the necessary ways it processes personal data relating to Pupils – for example, under the Parent contract, or via a form. Parents and Pupils should be aware that this is not necessarily the same as the School relying on strict consent (see section 10.5 on Right to withdraw consent above).

Where consent is required, it may in some cases be necessary or appropriate – given the nature of the processing in question, and the Pupil's age and understanding – to seek the Pupil's consent. Parents should be aware that in such situations they may not be consulted, depending on the interests of the child, the Parents' rights at law or under their contract, and all the circumstances.

In general, the School will assume that Pupils' consent is not required for ordinary disclosure of their personal data to their Parents, for example for the purposes of keeping Parents informed about the Pupil's activities, progress and behaviour, and in the interests of the Pupil's welfare. That is unless, in the School's opinion, there is a good reason to do otherwise.

However, where a Pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their Parents, the School may be under an obligation to maintain confidentiality unless, in the School's opinion, there is a good reason to do otherwise – for example where the School believes disclosure will be in the best interests of the Pupil or other Pupils, or if required by law.

Pupils are required to respect the personal data and privacy of others, and to comply with the school's IT: Acceptable Use Policy and the school rules.

11 Data accuracy and security

The School will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals should please notify the School of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out-of-date, irrelevant or inaccurate information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law). Please see above for details of why the School may need to process your data, of who you may contact if you disagree.

The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to school systems. All staff and governors will be made aware of these policies and their duties under Data Protection Law and receive relevant training.

12 Privacy Notice updates

The School will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

13 Queries and complaints

Any comments or queries in relation to this Privacy Notice should be directed to the Data Protection Co-Ordinator using the following contact details:

Address: Hallfield School, 48 Church Road, Edgbaston, Birmingham B15 3SJ.
Telephone: 0121 454 1496.
Email: Dataprotectionco-ordinator@hallfieldschool.co.uk

If you believe that the School has not complied with this Privacy Notice or acted otherwise than in accordance with Data Protection Law, you should utilise the School's complaints procedure and should also notify the Data Protection Co-Ordinator. You can also make a referral to or lodge a complaint with the ICO, although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.