Pupils and Parents/Carers Privacy Notice

General principles

Bootham School ("the School") is a data controller with registered address at 51 Bootham, York, YO30 7BU and is committed to ensuring that the personal data of its pupils and their parents/carers is handled in accordance with the principles set out in the General Data Protection Regulation (Regulation 2016/679 EU) (GDPR).

The School will process your information in accordance with the Data Protection Act and its own Data Protection Policy and Data Retention Policy. To comply with the law, data must be collected and used fairly, stored safely and securely, be adequate, relevant and not excessive, be kept accurate and up to date, held only as long as necessary and not disclosed to any third party unlawfully.

This policy applies to prospective, current and former pupils and their parents/carers.

This policy describes the categories of personal data that we collect, how we use your personal data, how we secure your personal data and when we may disclose your personal data to third parties. It also describes your rights regarding your personal data and how you can access, correct, and request erasure of your personal data.

Responsibility for Data Protection

The School has appointed the Bursar as the Data Lead who will deal with all your requests and enquiries concerning the School's uses of your personal data and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law.

Why the School needs to process personal data

In order to carry out its ordinary duties to pupils and parents, the School needs to process a wide range of personal data about individuals (including current, past and prospective pupils or parents) as part of its daily operation.

Some of this activity the School will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with parents of its pupils.

Other uses of personal data will be made in accordance with 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 prospective pupils and their parents);

- To provide education services, including musical education, physical training or spiritual development, career services, and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Maintaining relationships with alumni and the school community, including direct marketing or fundraising activity;
- For the purposes of donor due diligence, and to confirm the identity of prospective donors and their background and relevant interests;
- 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 past, current and prospective pupils, 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 past pupils;
- 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 photographic images of pupils in school publications, on the School website and (where appropriate) on the School's social media channels in accordance with the School's policy on taking, storing and using images of children;
- 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;
- Where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for the School.

How we collect your information

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). This information is normally initially provided to the school by a prospective pupil and their parents/carers from the point of enquiry, and subsequently on an online or paper based application form and is added to by the school over the course of their time at the school.

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.

Information about pupils and their parents/carers is retained and disposed of in accordance with the school's Data Retention Policy.

Information we hold

This will include by way of example:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- date of birth;

- bank details and other financial information, e.g. about parents who pay fees to the School;
- past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- where appropriate, information about individuals' health and welfare, 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 staff, pupils and parents past and present; 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);
- their personal details included in an application form, or other information that you otherwise voluntarily provide to us

Collection and use of special categories of personal data

We may collect and process special categories of personal data where it is necessary for the purposes of performing or exercising our obligations or rights under Employment Law and industry obligations, for health purposes, in relation to equal opportunity treatment, and for preventing or detecting unlawful acts. Such special categories of personal data may include:

- Information about pupil's racial and ethnic origin; sexual orientation; religion, beliefs and disability information to ensure meaningful equal opportunity monitoring and reporting;
- physical or mental health data or disability status to ensure safety in the school environment, provide appropriate adjustments and to make decisions regarding school provision and ability to meet needs;

However, the School will only collect these categories of data where and to the extent it is necessary for a lawful purpose in connection with your employment or other engagement to work for the School.

Who has access to your data

Occasionally, the School will need to share personal information relating to its community with third parties, such as professional advisers (lawyers and accountants) or relevant authorities (HMRC, police or the local authority).

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 (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- medical records held and accessed only by the Health Centre Manager and appropriate medical staff under their supervision, or otherwise in accordance with express consent; 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.

Staff, pupils and parents are reminded that the School is under duties imposed by law and statutory guidance 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 personnel or 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, school fee finance providers or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with the School's specific directions.

Do we transfer your personal data to other countries?

We do not envisage transferring your personal data outside of the European Economic Area other than in specific instances (such as international trips, or international university applications). In such cases, consent will be obtained from the individual.

How does the school protect your personal data?

The school takes the security of your data seriously. Internal policies and controls have been put in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the school engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the organisation keep data?

The school will hold your personal data only as long as required. The periods for which your data is held is set out in the school's Data Retention Policy.

Your rights

The GDPR has provided for data subject rights which include:

- **Right of Access** – You have the right of access to information we hold about you. We have up to one month to provide you with the information and at no cost to you. We will provide you with a copy of the information we hold that relates to you. For more information, please see our Data Protection Policy.
- **Right to rectification or erasure** – If you feel that any data we hold about you is inaccurate, you have the right to ask us to correct or rectify it. You also have a right to ask us to erase information about you where you can demonstrate that the data we hold is no longer needed by us, or if you feel that we are unlawfully processing your data. Your right of rectification and erasure extends to anyone we have disclosed your personal information to and we will shall take all reasonable steps to inform them about your request.
- **Right to Restriction of processing -** you have a right to request that we refrain from processing your data where you contest its accuracy, or the processing is unlawful
    - and you have requested its erasure, or where we don't need to hold your data
    - anymore but you need us to in order to establish, exercise or defend any legal claims, or we are in dispute about the legality of our processing your personal data.

- **Right to object** - you have a right to object to our processing of your personal data where the basis of the processing is our legitimate interests including but not limited to direct marketing and profiling.

If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you should contact the school Bursar in the first instance, via bursar@boothamschool.com

More information about your data protection rights can be found on the Information Commissioner's Office (ICO). You also have a right to lodge a complaint about any aspect of how we are handling your data with the ICO and can do so at the following address:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF 0303 123 1113 | **www.ico.org.uk**

Withdrawing consent

Where you have provided your consent to the collection, processing and transfer of your personal data, you may withdraw that consent at any time. This will not affect the lawfulness of data processing based on consent before it is withdrawn. To withdraw your consent please contact the school Bursar in the first instance, via bursar@boothamschool.com

What if you do not wish to provide personal data?

The school may require you to provide data in order to fulfil its contractual or legal obligations, or in order to provide suitable care for pupils. Failing to provide the data may mean that the school is unable to fulfil these requirements, which may lead to pupil exclusion from specific events or elements of provision, or else more generally.

Certain information, such as contact details, employment details, have to be provided to enable the school to effectively administer pupil applications. If you do not provide this information, the school will not be able to progress an application to attend the school.

Changes to this Privacy Notice

We may change this Privacy Notice from time to time. Any significant changes to the terms will be published on the school's intranet and you will be notified of such changes. This notice was last updated in November 2024.