



UT VOCE ITA VITA

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

Privacy Notice for parents (or guardians) of children at the school, or applying to join the school

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to those whose data is held by an organisation (data subjects). These are more detailed and specific than in the Data Protection Act (DPA) and place an emphasis on making privacy notices understandable and accessible. Data controllers are expected to take 'appropriate measures' to ensure that this is the case.

The school interprets this as using very clear language to outline each of the responsibilities for each of the data subject groups.

The GDPR say that the information provided to data subjects about how the school processes their personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child; and
- free of charge.

These requirements are about ensuring that privacy information is clear and understandable for data subjects. This privacy notice deals with the overall privacy responsibilities of the school but includes the particular notices that apply to parents, pupils under the age of 13, pupils over the age of 13, staff and Governors.

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

The school is registered as a data controller with the Information Commissioners' Office (ICO) and will renew this registration annually or as otherwise legally required.

We collect and use pupil information under the General Data Protection Regulations 2018, particularly under Article 6 where the information is collected and used because it is required by the school in order to carry out the task of educating and ensuring the welfare of our pupils.

Data will be processed for the purposes of responding to requests for information about joining the school and the school will therefore have a 'legitimate interest' for processing basic personal data and sensitive personal data. The data the school holds will be the minimum it requires to form and maintain the contract between you and the school.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about pupils with the following organisations or companies who have contracts with the school and who have equalled the school's precautions and systems for dealing with data, these are:

- Caterers
- Photographers
- Health and social welfare organisations

Exeter Cathedral School • The Chantry • Palace Gate • Exeter • EX1 1HX

Telephone: 01392 255298 • Website: www.exetercs.org • Email: reception@exetercs.org

- Health care service providers
- NHS
- IT support contractor (currently Bluegrass)
- IT software providers and specific web-based learning platforms
- schools that the pupils attend after leaving us
- the local authority
- the Department for Education (DfE)
- Examination boards
- School database providers (currently Engage/Double First)
- Our regulator (the organisation that supervises us), the Independent Schools Inspectorate (ISI)
- Our auditors
- Professional advisers and consultants
- Legal authorities

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the school organises; should this be envisaged for your child, you will be contacted for your consent, and the consent will be limited in time and content.

The retention period for pupil data will be until the pupil reaches the age of 25 (subject where relevant to safeguarding considerations: any material which may be relevant to potential claims should be kept for the lifetime of the pupil) and/or be modified by any other legal obligation the school finds itself under.

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the school's Data Protection Lead (Privacy Officer) in writing outlining your request.

You also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

The school hopes that parents will not be concerned or wish to complain about its policies and procedures relating to data it processes or holds. If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/> or on the helpline 0303 123 1113.

We will obtain the data the school requires from you, or from the appropriate authorities. Should we need data from other sources we will contact you.

We see the provision of personal data as necessary to properly admit your child to the school and to carry out administration for the school to fulfil its obligations under the contract once your child is a pupil here.

There is no automated decision making or profiling involved in this data stream into and through the school.