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## EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

# Privacy Notice

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.

## How we use pupil information

### Why do we collect and use pupil information?

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.

We also collect and use pupil information in order to help pupils with additional special needs and requirements, so that we can ensure we offer the best possible support and resources to them (and their parents and carers) during their time in our school.

**The categories of pupil information that we may collect, use, store and share (when appropriate) includes, but is not restricted to:**

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information

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- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

#### **We use this data to:**

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

#### **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation;
- we need it to perform an official task in the public interest.

Less commonly, we may also process pupils' personal data in situations where:

- we have obtained consent to use it in a certain way;
- we need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

#### **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

#### **Storing pupil data**

We hold and store pupil data for pupils who attend Exeter Cathedral School up until their 25<sup>th</sup> birthday. Please see the table below for further details:



<b><u>INDIVIDUAL PUPIL RECORDS</u></b>	<b><i>NB – this will generally be personal data</i></b>
Admissions: application forms, assessments, records of decisions	25 years from date of birth (or, if pupil not admitted, up to 7 years from that decision)
Examination results (external or internal)	7 years from pupil leaving school
Pupil file including: o Pupil reports o Pupil performance records o Pupil medical records	<b>ALL:</b> 25 years from date of birth (subject to where relevant to safeguarding considerations: any material which may be relevant to potential claims should be kept for the lifetime of the pupil)
Special educational needs records ( <i>to be risk assessed individually</i> )	Date of birth plus up to 35 years (allowing for special extensions to statutory limitation period)

### **Disposal of Records**

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the school's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

### **Who do we share pupil information with?**

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about pupils with:

- Caterers
- Photographers
- Health and social welfare organisations
- 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



## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We will inform parents/guardians if we decide to use an alternative service provider for our school database.

We share pupils' data with the Department for Education (DfE) on a statutory basis. We are required to share information about our pupils with the DfE under regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013.

## Data collection requirements:

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics; and
- providing information, advice or guidance.

The Department has robust processes in place to ensure that the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions



covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

For information about which organisations the department has provided pupil information, and for which project, please visit the following website:  
<https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

To contact DfE, go to: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

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.

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact:

- Exeter Cathedral School's Data Protection Lead (Privacy Officer)  
Mrs Sharon Groves  
Email: [s.groves@exetercs.org](mailto:s.groves@exetercs.org)  
Telephone: 01392 255321