



The Beacon



Pupil and Parent Privacy Notice

Introduction

The School has a Data Protection Policy, which is publically available on our website. Below are our **Privacy Notice for Parents** and also our **Privacy Notice for Pupils**. You are required to read these as part of the Parent Contract.

Privacy Notice for Parents

Date created/ significantly revised:	May 2018
Review cycle:	Spring Term, 3 yearly
Staff responsible:	Senior Leadership Team
Last Governor Approval:	Summer 2018
Next Governor Approval:	Summer 2021

Individuals have a right to be informed about how The Beacon School (the School) uses any personal data that we hold about them. The School complies with this right by providing 'Privacy Notices' to individuals where we are processing their personal data.

This Privacy Notice explains how the School collects, stores and uses personal data about current, past and prospective parents, legal guardians, carers and fee payers ("parents"), regardless of whether it is in paper or electronic format. This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies.

Data Controller

The Beacon School ("the School") is known as the 'Data Controller' for the purposes of data protection law.

Personal Data We Hold

Personal data that we may collect, use, store and share (when appropriate) about parents includes (but is not restricted to):

- personal details such as home address, contact details
- identification documents
- bank details
- Sensitive personal data such as religious beliefs
- images of parents pupils and staff (and occasionally other individuals) engaging in School activities
- CCTV images for security purposes

Use of Data

We use this data to:

- administer admissions to the School
- communicate with parents
- carry out financial activities including fee invoicing
- carry out other reasonably expected purposes relating to the operation of the School

Our Legal Bases for Using This Data

We process personal data in order to fulfil our contractual obligations to provide educational services, safeguard and promote the welfare of our pupils, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

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 categories or sensitive types of data.

Where required, the School will seek consent for data processing.

Collecting This Data

We will only collect personal data for specified, explicit and legitimate reasons. If we want to use personal data for reasons other than those given

when we first obtained it, we will inform the individuals concerned and obtain consent before we do so.

How We Store This Data

We keep personal data electronically on the School's information management systems, the School's network or manually in indexed filing systems. We may also keep it beyond a pupil's attendance at our School if this is necessary in order to comply with our legal obligations and legitimate interests. Our Information and Records Retention Policy sets out how long we keep information about individuals. A copy is available on request from the Director of Finance & Operations.

The School takes 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 this Notice and their duties under data protection law and receive relevant training.

Sharing Personal Data

We do not regularly share the personal data of parents with third parties outside of the School's systems. A list of the third parties, with whom the School shares data is available in Appendix 1 of our Data Protection Policy. The individuals concerned will be informed when the School shares personal data with third parties not on this list.

Personal data may be shared with a third party where:

- There is an issue with a pupil or parent/guardian that puts the safety of a pupil or our staff at risk
- We need to undertake financial transactions
- We need to liaise with other agencies
 - to enable the relevant authorities to monitor the School's performance i.e. Independent Schools Inspectorate;
 - to compile statistical information (normally used on an anonymous basis);
 - to safeguard pupils' welfare and provide appropriate pastoral (and where relevant, medical) care for pupils;
 - where specifically requested by pupils and/or their parents or guardians;
 - where necessary in connection with learning and extra-curricular activities undertaken by pupils e.g. educational visits, peripatetic teachers, residential trip providers, extra-curricular providers;
- Our suppliers or contractors need data to enable us to provide services to our parents – for example, IT support
- The use by the School of online academic and educational services
- The use by the School of cloud IT services such as online portals and document libraries for pupils, staff and parents

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
- In connection with legal proceedings
- Where the disclosure is required to satisfy our safeguarding obligations
- Research and statistical purposes, as long as personal data is sufficiently anonymized or consent has been provided

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff.

We will only transfer personal data to a country or territory outside the European Economic Area if we are satisfied the third party(s) involved will only process the data in accordance with data protection law.

Parents' Rights Regarding Personal Data

Individuals have a right to make a 'Subject Access Request' to gain access to personal information that the School holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

If you would like to make a request, please contact the Director of Finance & Operations.

Other Rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Request rectification of any data that is inaccurate or incomplete
- Have their personal data erased and to prevent further processing if:
 - It is no longer required for the purposes for which it was collected
 - Consent is withdrawn
 - There is an opposition to the processing and no superseding legitimate interest
- The personal data is being unlawfully processed
- The personal data must be removed in order to comply with a legal obligation
- Request a restriction of further processing of personal data
- Object to processing on specific grounds

To exercise any of these rights, please contact the Director of Finance & Operations.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact the Director of Finance & Operations by emailing dfo@beaconschool.co.uk

Privacy Notice for Pupils

If your child is going to enter Year 7 or above, he has the maturity to exercise his own data protection rights. Therefore please show him a copy of this Pupil Privacy Notice and discuss it with him.

Pupils have a right to know about how The Beacon School (the School) uses any personal data that we hold about them. This is why we have a Privacy Notice for you to learn more about how we use your data, whether you are a current, past or future pupil.

Your data may be on paper or electronic format.

What is 'Personal Data'?

Personal data is information which might identify you. Some data is provided to us by your parents or other organisations such as your old school or nursery. Some data is created by us about you, such as your reports.

What is Confidentiality and Consent?

Confidentiality means keeping your information 'secret' from others.

Consent means getting your permission to do something.

Disclosure means sharing information

Personal Data the School May Hold

Personal data that the School may collect, use, store and share (when appropriate) about you includes (but is not restricted to):

- details such as home address, contact details, date of birth and next of kin
- ID documents
- academic performance at School
- Sensitive personal data such as religious beliefs and medical records
- Safeguarding information
- Details of any support received, including learning support, therapists, counselling, care plans and support providers
- Photos or videos of pupils, including CCTV images for security purposes

How We Use Your Data

We use your personal data to:

- process admissions to the School
- support your teaching and learning
- monitor and report on progress
- provide appropriate pastoral care and safeguarding
- communicate with you
- monitor pupils' email communications and internet use for the purpose of ensuring your safety online
- promote the School to new pupils

Our Legal Reasons for Using Your Data

We legally use personal data because we need to:

- provide educational services
- safeguard your welfare
- promote the School, make sure the School operates efficiently
- ensure that the School complies with the law

Other uses of personal data may be made if they do not impact on your privacy and only if it does not involve 'special categories' or sensitive types of data (such as your religious beliefs or medical information).

The School may, sometimes, need to use or share 'special category' personal data (health or special educational needs) but we will get **consent** from you or your parents before we do this.

In general, the School will assume that your parents **consent** to us to use the data they have given us about you to keep your parents informed about your activities, progress and behaviour, and your welfare. That is unless, in the School's opinion, there is a good reason to do otherwise.

If you want to speak, **confidentially**, with a member of staff and do not give your **consent** to that data being shared with your 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 your best interests, the interests of other pupils, or if required by law.

When you are using our IT systems, the School reserves the right to monitor your use of:

- email
- the internet
- mobile electronic devices

Collecting Your Data

We will only collect personal data for reasons which are legal and which we need to run the School. If we want to use personal data for reasons other than those given when we first obtained it, we will inform you or your parents obtain **consent** first.

How We Store Your Data

We keep personal data about pupils electronically or manually (on paper) in secure areas.

We may also keep it after you leave the School if we are still using it, or the law tells us to keep it.

Sharing Your Data

During the course of our daily activities the School will deal with other organisations and may need to share your personal data with them. This might be an app, such as SeeSaw, where you have a log-in and account with your name, or Office 365 where you may have uploaded your photo on to your profile.

A list of these other organisations the School might share your data with is available at the end of our Data Protection Policy on our website.

Legally there are strict rules about sharing sensitive data, such as medical records and pastoral or safeguarding files.

Personal data may be shared with another organisation where:

- There is an issue with a pupil or parent/guardian that puts the safety of a pupil or our staff at risk
- We need to liaise with other agencies:
 - to enable the relevant authorities to monitor the School's performance i.e. Independent Schools Inspectorate;
 - to compile statistical information (normally used on an anonymous basis);
 - to safeguard pupils' welfare and provide appropriate pastoral (and where relevant, medical) care for pupils;
 - where specifically requested by pupils and/or their parents or guardians;
 - to enable pupils to take part in national and other assessments and to monitor pupils' progress and educational needs;
 - where necessary in connection with learning and extra-curricular activities undertaken by pupils e.g. educational visits, peripatetic teachers, residential trip providers, extra-curricular providers;
 - to obtain appropriate professional advice
 - where a reference or other information about a pupil or ex-pupil is requested by another educational establishment or employer to whom they have applied;
- Our suppliers or contractors need data to enable us to provide services to our staff and pupils – for example, IT support, catering
- The use by the School of online academic and educational services
- The use by the School of cloud IT services such as email and file storage for staff and pupils

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
- In connection with legal proceedings
- Where the disclosure is required to satisfy our safeguarding obligations
- Research and statistical purposes, as long as personal data is sufficiently anonymized or **consent** has been provided

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff.

We will only transfer personal data to a country or territory outside the European Economic Area if we are satisfied the third party(s) involved will only use the data in accordance with data protection law.

Parents and Pupils' Rights Regarding Pupils' Personal Data

People have a right to make a 'Subject Access Request' to gain access to data that the School holds about them. Parents/carers can do this for their child's data where the child is under the age of 13, or if the child has provided **consent**. A 'Subject Access Request' can include:

- **Confirmation** that their personal data is being processed
- **Access** to a copy of the data
- **Why** the data is being processed
- **The types** of personal data being processed
- **Who** the data has been, or will be, shared with
- **How long** the data will be stored for, or if this isn't possible, the criteria used to determine this period
- **Where** the data came from, if not the individual
- Whether any **automated decision-making** is being applied to their data, and what impact this might have for the individual

If you would like to make a request, please contact your teacher who will inform the Director of Finance & Operations.

Other Rights

Legally, people have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Ask us to correct any data that is wrong or missing
- Have your personal data erased and to prevent further processing if:
 - It is no longer required for the purposes for which it was collected
 - **Consent** is withdrawn
 - There is an opposition to the processing and no legal basis for us to keep using it
- Your data is being unlawfully processed
- Your data must be removed in order to comply with a legal obligation
- Request a restriction of further processing of personal data
- Object to processing on specific grounds

To exercise any of these rights, please contact the Director of Finance & Operations.

Coronavirus - Rapid-result Testing at School

A small amount of processing personal data will be required as part of the testing programme. All data will be protected in line with the school's Data Protection Policy. Any data relating to the testing will be deleted by the school after 14 days.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Director of Finance & Operations or ask your parents to talk to the School for you.

The Beacon Educational Trust Ltd.
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