

Pupil Privacy Notice

September 2023



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What This Pupil Privacy Notice is For

1. This policy is intended to provide information about how the St Helen's School (the "School") will use (or "process") pupils' personal data. The Pupil Privacy Notice is linked to the School's main Privacy Notice, which also covers parents', alumna's and other people's personal data.
2. Whilst parents have rights in relation to some pupils' personal data, once pupils are considered to be old enough (which is currently aged 13 and above), Data Protection Law gives you the right to understand how your data is used. You are therefore encouraged to read this Pupil Privacy Notice so you can understand the School's obligations to you.

Responsibility for Data Protection

3. The School has appointed the Director of IT to deal with all requests and enquiries concerning the School's uses of personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law.
4. The Director of IT can be contacted via gdpr@sthelens.london or via the School switchboard on 01923 843210. You can of course raise any questions you might have with a Form Tutor or another member of staff in the first instance.

Why the School Needs to Process Personal Data

5. In order to carry out its ordinary duties, the School needs to process a wide range of personal data about pupils as part of its daily operation.
6. Some of this activity the School will need to carry out in order to fulfil its legal rights, duties or obligations.
7. Other uses of personal data will be made in accordance with the School's legitimate interests, provided that these are not outweighed by the impact on individuals and provided it does not involve special or sensitive types of data.
8. The School expects that the following uses will fall within that category of its "**legitimate interests**":
 - a. To provide education services, including musical education, physical training or spiritual development, career services, and co-curricular activities to pupils, and monitoring pupils' progress and educational needs;
 - b. To enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate;

- c. 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;
 - d. To safeguard pupils' welfare and provide appropriate pastoral care;
 - e. To monitor (as appropriate) use of the School's IT and communications systems in accordance with the School's IT Acceptable Use policy;
 - f. 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;
 - g. For security purposes, including biometrics and CCTV in accordance with the School's Biometric Notice and CCTV Policy;
9. In addition, the School will on occasion need to process **special category personal data** (concerning health, ethnicity, religion, biometrics or sexual life) in accordance with rights or duties imposed on it by law, including as regards safeguarding and employment, or from time to time by explicit consent where required. These reasons will include:
- a. 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.
 - b. To provide educational services in the context of any special educational needs of a pupil;
 - c. 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.

Types of Personal Data Processed by the School

10. This will include by way of example:
- a. names, dates of birth, addresses, telephone numbers, e-mail addresses and other contact details;
 - b. pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
 - c. where appropriate, information about pupils' health and welfare, and contact details for their next of kin;
 - d. 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 IT Acceptable Use policy on taking, storing and using images of children);

How the School Collects Data

11. For most pupil personal data, the School receives this from the pupil's parents. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments). Some data may be collected from pupils directly.

Who Has Access to Personal Data and Who the School Shares It With

12. Occasionally, the School will need to share personal information relating to its community with third parties so the correct services can be provided to pupils.
13. 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:

- a. medical records held and accessed only by the School Nurses and appropriate staff under their supervision, and Health notes only e.g., about an allergy can be accessed by staff (including catering staff) when linked to the safeguarding of the pupil during a PE lesson or co-curricular activity or otherwise in accordance with express consent; and
 - b. pastoral or safeguarding files.
14. However, a certain amount of any 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.
15. Pupils 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 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 Child Protection and Safeguarding Policy.
16. In support of the School's safeguarding measures, the School uses software to monitor pupils and staff use of the internet and some communications. This process triggers an alert when certain key phrases or words are used to allow further investigation as required; it does not involve the routine interception of day-to-day communications.

How Long We Keep Personal Data

17. 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. Typically, the legal recommendation for how long to keep ordinary staff and pupil personnel files is up to 7 years following departure from the School. However, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements.

Your Rights

- Rights of access, etc.
- 18. You have various rights under Data Protection Law to access and understand personal data about you 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.
- 19. Any pupil 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 Director of IT via gdpr@sthelens.london.
- Requests that cannot be fulfilled
- 20. 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 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).
- 21. 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.
- Consent

Where the School is relying on consent as a means to process personal data (such as to use a particular

photograph), you may withdraw this consent at any time. 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.

This Policy

22. The School will update this Pupil 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.
23. This policy is an abridged version of the School's main Privacy Notice and any pupil wishing additional information about data and privacy is able to access the full Privacy Notice via the School Website at <http://www.sthelens.london/school-policies>.

Queries and Complaints

24. Any comments or queries on this policy should be directed to the Director of IT using the contact details provided on page 2 of this Policy.
25. If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the school complaints or grievance procedure and should also notify the Director of IT. You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.

Authorised by	Business Director
Effective date of the policy	1 st September 2023 – 31 st August 2024
Review Period	Annual
Status	Complies with the Data Protection Act 2018 and General Data Protection Regulation (EU 2016/679)