

# COLLEGIATE

INDEPENDENT CO-EDUCATION  
PRE-SCHOOL TO SIXTH FORM

## Parent privacy notice

### Who we are

Collegiate School is an independent co-educational day school that educates students from Nursery to Sixth Form. Collegiate School is a charity registered in the UK (no. 1079552) and is registered with the Information Commissioner's Office (no. Z609895X). The address is:

Collegiate School  
Stapleton  
Bristol  
BS16 1BJ

Collegiate School is owned and controlled by the Society of Merchant Venturers.

### What this policy is for

This notice is to help you understand how and why we collect personal data about you and your children. It also explains how we use this information and the decisions you can make about your information.

### Responsibility for Data Protection

Collegiate School has appointed the Data Protection Officer to deal with your requests and enquiries concerning the school's uses of your personal data. They will endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law. They can be contacted via:

|           |  |
|-----------|--|
| Name      | Richard Simes  |
| Email     | <a href="mailto:dpo@collegiate.org.uk">dpo@collegiate.org.uk</a>                     |
| Telephone | 0117 9655207 x350  |
| Post      | The Data Protection Officer<br>Collegiate School<br>Stapleton<br>Bristol<br>BS16 1BJ |

## How we use your data

In order to carry out its ordinary duties, the school may process a wide range of personal data about current, past and prospective pupils (or parents) as part of its daily operation. The school expects to process data in the following ways:

- 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 management planning and forecasting, research and statistical analysis, including that imposed or provided for by law;
- 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 send you information to keep you up to date with what is happening at the School. We will send you information about events and activities taking place (including fundraising events) and the School newsletter.
- To investigate a complaint or grievance made to the School which involves you or your child;
- For security purposes, including CCTV in accordance with the school's CCTV policy;
- For network and information security (e.g. anti-virus); and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

We may 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. Sometimes this may be done to show prospective parents and pupils what we do here and to advertise the school. We may continue to use these photographs and videos after your child has left the school.

In addition, the school may 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 about safeguarding and employment, or from time to time by explicit consent where required. These reasons may include:

- 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, including by disclosing details of an individual's medical condition where it is in the individual's interests to do so: for example, for medical advice, social services, insurance purposes or to organisers of school trips;
- To provide educational services in the context of any special educational needs of a pupil;
- To use a biometric identification to check out library books.
- 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**

This will include by way of example:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- car details (about those who use our car parking facilities);
- biometric information;
- 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;
- information about pupils' health, and contact details for their next of kin;
- references given or received by the school about pupils, and information provided by previous educational establishments and/or other professionals or organisations working with pupils; and
- images of pupils (and occasionally other individuals) engaging in school activities, and images captured by the school's CCTV system;

### **How the school collects data**

Generally, the school receives personal data from the pupils and parents directly. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).

However, in some cases personal data may be supplied by third parties (for example another school, or other professionals or authorities working with that individual); or collected from publicly available resources.

In order to make bursary decisions, the school reserves the function of making a decision regarding your application for a Bursary, but employs the services of Bursary Administration Limited to prepare the information which is used to make this decision.

We will hold information about bankruptcy petitions and statutory demands, where relevant.

## **Who we share your data with**

Occasionally, the school will need to share personal information relating to its community with relevant authorities (e.g. Examination boards, HMRC, Police, HSE 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 school Matron and appropriate medical staff under their supervision); 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 (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.

Some of the school's processing activity is carried out on its behalf by third parties, such as IT systems, web developers 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.

We may share your information with debt recovery suppliers if you do not pay and school fees owed to the school. In certain circumstances, we may also need to share information with our legal advisers for the purpose of obtaining legal advice.

If you have unpaid fees while your child is at the School we may share information about this with other schools or educational establishments to which you intend to send your child.

Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We will share your information with them if it is relevant to their work.

## **Sending information to other countries**

There are some occasions where we need to send your information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we may send your details to an educational visit provider in a foreign country you are travelling to on a school trip.

When we need to send your information to countries outside the EEA you will be provided with a separate notice that will detail the safeguards that have been put in place.

## **This Notice**

The school will update this 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.

### Queries or complaints

Any comments or queries on this policy should be directed to the Data Protection Officer using the contact details given above.

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 procedure and should also notify the Data Protection Officer.