

BRYANSTON

PRIVACY NOTICE PART B – PUPILS, PARENTS AND ALUMNI

WHAT THIS PRIVACY NOTICE IS FOR

This Privacy Notice is intended to provide information about how Bryanston will use (or "process") Personal Data about its current, past and prospective pupils; and their parents, carers or guardians (referred to in this policy as "parents").

This information is provided in accordance with the rights of individuals under Data Protection Law to understand how their Personal Data is used.

This Privacy Notice applies alongside Bryanston's Privacy Notice Overview Part A and any other information the School may provide about a particular use of Personal Data, for example when collecting data via our online or paper admissions forms.

This Privacy Notice also applies in addition to the Bryanston's other relevant terms and conditions and policies, including:

- the contract between the School and the parents of pupils;
- the School's Policy on taking, storing and using images of children;
- the School's CCTV and/or Biometrics Policy;
- the School's Records Management Policy;
- the School's Subject Access Request Policy;
- the School's Safeguarding, Pastoral, or Health and Safety Policies, including as to how concerns or incidents are recorded; and
- the School's IT Policies.

Anyone who works for, or acts on behalf of, Bryanston (including staff, volunteers, governors and service providers) should also be aware of and comply with the Bryanston's Data Protection Policy.

WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

In order to carry out its ordinary duties of providing education and pastoral care the School will process a wide range of Personal Data about our pupils and their parents (including current, past and prospective staff, pupils or parents) as part of its daily operations.

The School also needs to engage in fundraising to support its educational and charitable aims.

Some of this activity the School will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with parents of its pupils.

Other uses of Personal Data will be made in accordance with Bryanston'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 Category Personal Data or sensitive types of data.

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The School expects that the following uses may fall within that category of its (or its community's) "legitimate interests":

- for the purposes of pupil selection (and to confirm the identity of prospective pupils and their parents) and assessment of applications for School scholarship or bursary fee assistance;
- to provide education and boarding 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 Bryanston School community, including direct marketing or fundraising activity;
- for the purposes of donor due diligence, and to confirm the identity of prospective donors and their background [and relevant interests];
- for the purposes of management planning and forecasting, research and statistical analysis;
- to enable the 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 examinations, 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 Policies;
- for security purposes, including CCTV in accordance with the School's Data Protection - CCTV Code of Practice, and
- where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for 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 as regards safeguarding 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 protection - social services, cooperation with the police, for insurance purposes or to caterers or organisers of School trips; who need to be aware of dietary or medical needs;
- to provide educational services in the context of any special educational needs (SEN);
- to provide spiritual education in the context of any religious beliefs; or
- for legal and regulatory purposes (for example child protection and health and safety) and to comply with its legal obligations and duties of care.

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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;
- vehicle details (about those who use our car parking facilities and site roads);
- biometric information, which will be collected and used by the school in accordance with the School's Biometrics Policy.
- bank details and other financial information, e.g. about parents who pay School fees and any parents that apply for or receive, bursaries or scholarships;
- past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- where appropriate, information about individuals' 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 (in accordance with the School's Policy on Taking, Storing and Using Images of Children);

HOW THE SCHOOL COLLECTS DATA

Generally, the School receives personal data from the individual directly (including, in the case of pupils, from their parents). 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 a prep or another senior school, or other professionals or authorities working with that individual) or collected from publicly available sources.

As a result of providing education and boarding care the School also generates extensive pupil personal data in relation to academic and examination performance, attendance, participation records and disciplinary files.

Additionally, in providing on site medical care, medical treatment and diagnosis records are produced which are added to pupil's NHS record. Medical care is provided on site by qualified nursing staff and doctors from the Quarterjack Surgery based in Wimborne and their Privacy Notice is available at their website <https://www.quarterjacksurgery.co.uk/privacy-statement/>

WHO HAS ACCESS TO PERSONAL DATA AND WITH WHOM THE SCHOOL SHARES IT

Occasionally, the School will need to share personal information relating to its community with third parties, such as professional advisers (doctors, psychologists, physiotherapists, insurers, lawyers and accountants) or relevant authorities (HMRC, police or the local authority).

The School also shares limited personal information with Bath University for sports performance research.

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 and educational psychologist reports which are held and accessed only by appropriate medical staff at the School and Quarterjack Surgery in Wimborne;

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- pastoral or safeguarding files;
- Biometric data.

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 related to child safeguarding 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 may 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 Safeguarding Policy.

Finally, in accordance with data protection law, 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. Examples of a third party is, but not limited to, (and will change from time to time):

- iSAMS, (Management Information System for schools);
- Boardingware (Boarding Management System);
- Studywiz (virtual learning);
- IB (International Baccalaureate);
- E4 Education (marketing and communication);
- Blackbaud (Raiser's Edge Management System);

Full details of the School's third party processors can be made available upon request to the Data Protection Officer.

Occasionally, the School may need to transfer personal data overseas, including outside of the European Economic Area (EEA). For example, to facilitate school trips or to communicate with parents residing outside the EEA or in some instances to a third party. Where this happens, the School will ensure that appropriate technical and organisational safeguards are in place to protect your personal data.

HOW LONG WE KEEP PERSONAL DATA

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. It should be noted that where a pupil leaves Bryanston to become a pupil in another school, if there is a Safeguarding file in respect of that pupil held at Bryanston, a copy will be transferred to the new school.

If you wish to request that Personal Data you no longer believe to be relevant is considered for erasure, please contact the School's Data Protection Officer. However, please bear in mind that the School may have lawful and necessary reasons to hold on to some data.

KEEPING IN TOUCH AND SUPPORTING THE SCHOOL

Bryanston will use the contact details of parents, alumni and other members of the School community to keep them updated about the activities of the School, including by sending updates and newsletters, by email and by post to:

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- share Personal Data about parents and/or alumni, as appropriate, with organisations set up to help establish and maintain relationships with the School community, such as 'Beyond Bryanston';
- contact parents and/or alumni (including via the organisations above) by post and email in order to promote and raise funds for the School and where appropriate, other worthy causes;
- collect information from publicly available sources about parents' and former pupils' occupation and activities, in order to maximise the School's fundraising potential.

In order to achieve this, the School requires your consent for particular fundraising activities. If you do consent, you have the right, at any time, to limit or object to any such use regarding direct marketing and fundraising, or if you would like further information about them, please contact The Data Protection Officer. However, please note that the School may need nonetheless to retain some of your details (not least to ensure that no more communications are sent to that particular address, email or telephone number).

YOUR RIGHTS

Individuals have various rights under data protection law to access and understand Personal Data about them held by the School, and in some cases ask for it to be erased or amended or for the School to stop processing it, but subject to certain exemptions and limitations (please refer to Bryanston Privacy Notice Overview for full details).

PUPIL SUBJECT ACCESS REQUESTS

Pupils can make subject access requests for their own Personal Data, provided that, in the reasonable opinion of the School, they have sufficient maturity to understand the request they are making. Indeed, while a person with parental responsibility will generally be entitled to make a subject access request on behalf of younger pupils, the information in question is always considered to be the child's at law.

A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf. Moreover (if of sufficient age) their consent or authority may need to be sought by the parent or other representative making such a request. Pupils at Senior School who are aged e.g. 13 and above are generally assumed to have this level of maturity, although this will depend on both the child and the Personal Data requested, including any relevant circumstances at home.

All information requests from, or on behalf of, pupils – whether made under subject access or simply as an incidental request – will therefore be considered on a case by case basis.

CONSENT

Where the School is relying on consent as a means to process Personal Data, the person who gave the consent can withdraw it at any time whether in full or part (subject to similar age considerations as above). Please be aware however that the School may have another lawful reason to process the Personal Data in question even without your consent.

That reason will usually have been asserted under this Privacy Notice or may otherwise exist under some form of contract or agreement with the individual (e.g. a parent contract, or because a purchase of goods, services or membership of an organisation such as an alumni or parents' association has been requested).

The following processing activity is subject to pupil and/or parental consent:

- 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;

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- use of Special Category Personal Data including in provision of pupil medical care, special dietary requirements and learning support for pupils with special educational needs (SEN);
- use of Biometric data in relation to pupil registration, meal provision and building access controls.

WHOSE RIGHTS

The rights under data protection law belong to the individual to whom the data relates. However, the School will often rely on parental consent to process Personal Data relating to pupils (if and where consent is required) unless, given the nature of the processing in question, and the pupil's age and understanding, it is more appropriate to rely on the pupil's consent.

Parents should be aware that in such situations they may not be consulted, depending on the interests of the child, the parents' rights at law or under their contract, and all the circumstances.

In general, the School will assume that pupils' consent is not required for ordinary disclosure of their Personal Data to their parents, e.g. for the purposes of keeping parents informed about the pupil's activities, progress and behaviour, and in the interests of the pupil's welfare, unless, in the School's opinion, there is a good reason to do otherwise.

However, where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their Personal Data being disclosed to their 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 the best interests of the pupil or other pupils, or if required by law.

Pupils are required to respect the Personal Data and privacy of others, and to comply with the School's ICT Policies including, the Anti-bullying Policy, Cyber-Bullying Policy and the School Rules.

CONTACT

The Data Protection Officer post: Bryanston School, Blandford Dorset DT11 0PX, by email: dpo@Bryanston.co.uk by phone: + 44 (0)1258 452411

This Privacy Notice will be reviewed annually by the person responsible, namely the Data Protection Officer whose contact details are provided above.

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