



Lent Term 2020

## Data Protection (Privacy) Notice

### Who we are

The School of St Helen and St Katharine Trust (“the School”) is a company limited by guarantee, registration number 01710695 and a charity with a registration number of 286892. For day to day communications, the School is referred to as St Helen and St Katharine.

For the purposes of this Privacy Notice, the School does not include the St Helen and St Katharine Foundation a separate charity, registered under number 1090084 or the St Helen and St Katharine Old Girls’ Association Charitable Fund, both of which no longer operate, nor does it include the St Helen and St Katharine Parents’ Association, which has separate charitable status.

The School is a Data Controller for the purposes of Data Protection Law<sup>1</sup>.

### What this notice is for and why the school needs to process personal data

In order to carry out its ordinary duties to staff, students and parents, the School may process a wide range of personal data about individuals as part of its daily operation. In addition, the School may need to process **special category personal data** (concerning health, ethnicity, religion, or sexual orientation) or criminal records information (such as when carrying out DBS checks) 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.

### How the school collects data

Generally, the School receives personal data from the individual directly (including, in the case of students, 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 another School, or other professionals or authorities working with that individual); or collected from publicly available resources or school or coach CCTV systems.

### Who has access to personal data and who the School shares it with

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

Generally, personal data collected by the School will remain within the School, and will be processed by appropriate individuals with access protocols. Particularly strict rules of access apply in the context of Special Category Data including medical records held and accessed in accordance with express consent and safeguarding files. See Annex A for further information on how we use your data and who we share it with.

### How we use special category data

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<sup>1</sup> The Data Protection Act 1998 and the General Data Protection Principle (GDPR) from 25 May 2018

A certain amount of any medical, pastoral and SEN student's relevant information will need to be provided to staff in the context of providing the necessary care and education that the student requires, including trips, rehearsals and fixtures. For some activities where we work with a third party, e.g. field study centres or residential activity centres, data will be shared for the duration of the trip.

We also share your daughter's special category medical data with Abingdon School if she is involved in any joint activity either at Abingdon School or a trip. Special category medical data will be shared if the student concerned has a care plan. You should note that you consented to the sharing of medical data either when your daughter joined the school or following a request for consent in Trinity Term 2018 if your daughter was already a student at SHSK.

Should your daughter participate in a residential trip or an overseas trip we will also ask for your consent to share your daughter's medical data with: host families, host schools, activity centres, airlines, tour operators or the travel insurance provider as appropriate. This consent will be requested on the trip booking form issued by the trip organiser.

### **Third parties who we may share data with**

Staff, students 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. This may include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as Social Services or police. For further information about this, please view the School's Safeguarding Policies<sup>2</sup>.

For the purposes of maintaining a safe and secure environment, the School reserves the right to monitor all internet traffic through its filtering systems and all domain joined devices through e-Safe monitoring software and services.

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, cloud storage and social media providers<sup>3</sup>. Where possible this is subject to contractual assurances that personal data will be kept securely and only in accordance with the School's specific directions.

### **How long we keep personal data**

The School will retain personal data securely for as long it is necessary to keep for a legitimate and lawful reason.<sup>4</sup> If you have any specific queries about how long your data is held, or wish to request that erasure of personal data that you no longer believe to be relevant, please contact the Compliance Coordinator at [data@shsk.org.uk](mailto:data@shsk.org.uk).

### **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.

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, should put their request in writing to the Compliance Coordinator at [data@shsk.org.uk](mailto:data@shsk.org.uk)

The School will endeavour to respond to written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for

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<sup>2</sup> Safeguarding policies comprise: Child Protection, On-line Safety and Prevent

<sup>3</sup> Third party terms and conditions apply e.g. Twitter, Facebook

<sup>4</sup> Laid down in the SHSK Data Retention Policy

access to information. The School will be better able to respond quickly to smaller, targeted requests for information. Also, certain data is exempt from the right of access.

Students where supported by their parents, can make subject access requests for their own personal data, Indeed, while a person with parental responsibility will generally be expected to make a subject access request on behalf of younger students, the information in question is always considered to be the child's at law. A student of any age may ask a parent or other legal representative to make a subject access request on her behalf, and moreover (if of sufficient age) their consent or authority may need to be sought by the parent. All subject access requests from students will therefore be considered on a case by case basis.

Where the School is relying on consent as a means to process personal data, any person may withdraw consent at any time (subject to age considerations as above). However, the School may have another lawful reason to process the personal data even without your consent. Withdrawal of consent may limit the range of services we are able to provide to an individual.

### **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 students (if consent is required) unless, given the nature of the processing, and the student's age and understanding, it is more appropriate to rely on the student'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.

The School will assume that students' 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 student's activities, progress and behaviour, and in the interests of the student's welfare, unless, in the School's opinion, there is a good reason to do otherwise.

Where a student 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 will be under an obligation to maintain confidentiality unless disclosure is required by law. Students and staff are required to respect the personal data and privacy of others, and to comply with the School's relevant policies<sup>5</sup>.

### **Data accuracy and security**

The School will endeavour to ensure that all personal data held is as up to date and accurate. Individuals must notify the School, at least annually, of any changes to information held about them. Responsibility for changes in information relating to students rests with the parent. An individual has the right to request that any inaccurate or out-of-date information about them is erased or corrected.

The School will take 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 School personnel will be made aware of this notice and their duties under Data Protection Law and receive relevant training.

### **Queries and complaints**

The School has appointed a Compliance Coordinator who in conjunction with the Bursar, will deal with all your requests and enquiries concerning the School's uses of your personal data and endeavour to ensure that all personal data is processed in compliance with this notice and Data Protection Law. If an individual believes that the School has not done so they should utilise the School complaints procedure and should also notify the Compliance Coordinator or

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<sup>5</sup> e.g. IT: Acceptable Use Policy and the School rules

the Bursar via [data@shsk.org.uk](mailto:data@shsk.org.uk). The School can also make a referral to, or lodge a complaint with the Information Commissioner's Office (ICO).

**Reviewed:**  
**Next Review:**  
**Policy Responsibility:**

**Lent 2020**  
**Lent 2021**  
**Bursar**

**Annex A to**  
**SHSK Data Protection**  
**(Privacy) Notice**  
**Dated Michaelmas 2019**

**Who has access to personal data and how the School uses it or who it is shared with**

| Type of Data                             | Description  | Examples of how we use it/share it (but not limited to)   |
|--|--|---|
| Personal Details of parents <sup>6</sup> | Gender<br>Name<br>Family details<br>Bank details<br>Sensitive financial details<br>Address<br>Email<br>Telephone number<br>How we can contact you<br>Past/present employment information<br>CCTV images<br>Employment  | <ul style="list-style-type: none"> <li>- Writing to you</li> <li>- School fee direct debits</li> <li>- Bursary applications</li> <li>- Insurance claim</li> <li>- Seeking your views on the services or activities we carry out, so that we can make improvements</li> <li>- Using the parent portal or other IT service we provide</li> <li>- If your daughter elects to participate in an overseas trip we will also need to share your address and phone number with the host school and host family.</li> <li>- We share your name and contact details with Abingdon School if your daughter is involved in any joint activity either at Abingdon School or a trip.</li> <li>- We may contact you and ask if you would be willing to assist with Sixth Form careers interviews or careers advice</li> </ul> |
| Staff <sup>7</sup> records               | Job application information<br>Information from third parties (DBS and references)<br>Personal and emergency contact details<br>Information concerning health and medical conditions<br>Performance appraisal records<br>Records of communications and interactions in course of employment/engagement | <ul style="list-style-type: none"> <li>- Verification of job application details</li> <li>- To enable the employment or engagement of staff</li> <li>- Criminal records checks for compliance with legal and regulatory obligations</li> <li>- Health and sickness records for monitoring in the interests of staff welfare and to make any reasonable adjustments to working environment</li> <li>- For pension scheme purposes</li> <li>- For payroll purposes</li> <li>- Producing car parking permits</li> <li>- Insurance claims</li> </ul>  |

<sup>6</sup> parents, carers or guardians (referred to in this notice as "parents")

<sup>7</sup> School personnel includes employed staff, self-employed persons, volunteers and governors

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|  | Biographical, educational and social information<br>Financial information<br>Car details (about those who use our car parking facilities)<br>CCTV images  | - To provide necessary personal data to trip companies  |
| Personal data of third parties                 | Parents name<br>Family details<br>Address<br>Email<br>Telephone number<br>How we can contact you<br>Students Name<br>Medical information (courses only)<br>CCTV images  | - Providing course joining information<br>- Where lunch provided, ensure allergen requirements met<br>- Insurance claim<br>- Hiring of facilities e.g. badminton club, gymnastics club<br>- Attending courses   |
| Personal details of students and past students | Visual images<br>Age<br>Family details<br>Medical data<br>Provide educational services<br>Religious data<br>Passport details<br>Academic record<br>Attendance record<br>Employment information<br>Details about educational history and Entrance examination data<br>CCTV images from school system or 3 <sup>rd</sup> party coach operator | - School publications, website, social media <sup>8</sup> and to meet certain external examination requirements<br>- Safeguard life<br>- Provide food suitable for allergies<br>- Special educational needs<br>- Provide spiritual education in the context of any religious beliefs<br>- Medical and family information to host families/ host schools<br>- Medical and passport information to activity centres, airlines, ferry companies and other travel companies as appropriate<br>- Provide references for employment and higher education<br>- Examination scripts and marks<br>- Student selection<br>- Investigation of an incident<br>- On occasion we may live stream an event or production and allow a recording to be made available for a finite time. |

<sup>8</sup> in accordance with the School's policy on Taking, Storing and Using Images of Students

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| Technical                               | Monitor use of the School's IT and communications systems<br>Protection of personal and sensitive Personal data held on the School's IT system<br>Physical security of the site<br>Live streaming of visual images | <ul style="list-style-type: none"> <li>- Monitor email traffic</li> <li>- Firewall provision</li> <li>- CCTV images<sup>9</sup></li> <li>- Streaming school performances/activities etc</li> <li>- Use of planet E-stream</li> </ul>  |
| Documentary data & national identifiers | Details stored in documents like:<br>Passport<br>Drivers licence<br>Birth certificate<br>National Insurance number   | <ul style="list-style-type: none"> <li>- Prevent financial crime</li> <li>- Confirmation of identity</li> <li>- Donor and prospective donor due diligence</li> </ul>  |
| Consent and preferences                 | Maintaining relationships with alumnae and the School community<br>Direct marketing<br>Fundraising activity  | <ul style="list-style-type: none"> <li>- Parents, alumnae, parents booking courses at SHSK and other members of the School community will be updated about the activities of the School, or alumnae and parent events of interest</li> <li>- Share personal data with organisations set up to help establish and maintain relationships with the School community, such as the Parents' Association.</li> </ul> |
| Operational planning & legal            | Management planning<br>Forecasting<br>Research<br>Statistical analysis<br>To fulfil legal obligations  | <ul style="list-style-type: none"> <li>- Diversity or gender pay gap analysis</li> <li>- Taxation records</li> </ul>  |
| Regulatory                              | To enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate  | <ul style="list-style-type: none"> <li>- Information to DfE</li> <li>- Information to ISI</li> <li>- Information to HMRC</li> <li>- Information to Companies House</li> </ul>   |

<sup>9</sup> in accordance with the School's CCTV policy

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|  |   | - Information to Charities Commission  |
| References                               | Give and receive information and references about past, current and prospective students  | - Provide references to potential employers of past students   |
| Provide education services <sup>10</sup> | Examinations/moderation in certain subjects involve taking video recordings of the students<br>Coursework<br>Voice recordings<br>Examination scripts<br>Other recognised awards<br>Arranging exchanges and pen-pals | <ul style="list-style-type: none"> <li>- Enable students to take part in national or other assessments</li> <li>- Publish the results of public examinations or other achievements of students</li> <li>- Entry into an external competition (e.g sporting, music etc)</li> <li>- Sending information to host families in the EU. Note that Spanish penpals may be in Chile (outside of the EU). We share your daughter's personal data if she is entered into an external competition, whose conditions of entry require it.</li> <li>- We share your daughter's data with Abingdon School if she is involved in any joint activity either at Abingdon School or a trip.</li> </ul> |
| Contractual                              | To fulfil contractual obligations   | Your school bill<br>Financial details for bursary applications   |
| Safeguarding                             | Medical<br>Signs and disclosures of abuse<br>Signs and disclosures of self-harm   | Inform organisers of School trips (including Abingdon staff where appropriate)<br>Inform external medical professionals<br>Disclose information to Multi-Agency Safeguarding Hub and/or police<br>safeguard students' welfare and provide appropriate pastoral care  |
| Legal and regulatory                     | For legal and regulatory purposes and to comply with its legal obligations and duties of care.  | Annual report to DfE (e.g diversity monitoring)<br>Annual report to ISI<br>Child Protection<br>Health & Safety<br>HMRC   |

<sup>10</sup> including musical education, physical training or spiritual development, career services, and extra-curricular activities to students, and monitoring students' progress and educational needs



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|  |  | Companies House<br>Charity Commission |
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