



SEDBERGH SCHOOL & CASTERTON, SEDBERGH PREPARATORY SCHOOL
DATA PROTECTION POLICY

1. THE SCHOOL'S DUTIES

- 1.1. The School needs to process personal data in respect of current, prospective and former pupils and their parents or guardians; current, prospective and former staff; suppliers, contractors and volunteers; current and prospective supporters and other individuals connected to the School, as part of its everyday operations and is fully aware of our legal obligations in the storage; security and processing of data in accordance with the Data Protection Act 2018.
- 1.2. The School is the Data Controller of this personal data under the Data Protection Act 2018 and has notified its use of personal data with the Information Commissioner's Office. The School is committed to compliance with the Data Protection Act 2018 and takes seriously the responsibility of handling personal information.
- 1.3. This policy has been developed to ensure that the School meets its obligations under the Data Protection Act 2018.

2. DATA PROTECTION OFFICER

- 2.1. The School has not appointed a Data Protection Officer, but the Deputy Bursar (Compliance & Governance) has responsibility for all data protection matters and the General Data Protection Regulations.
- 2.2. The Deputy Bursar (Compliance & Governance) is responsible for:
- 2.3. The School's notification as a data controller with the Information Commissioners Office and the notification (where required) of the School's subsidiary companies or trusts as data controllers;
- 2.4. Endeavouring to ensure that personal data is processed by the School in compliance with this Policy and the data protection principles contained in the Data Protection Principles;
- 2.5. Arranging appropriate training for members of the School's staff who are responsible for processing personal data; and
- 2.6. The enforcement, monitoring and review of this Policy.

3. DATA PROTECTION PRINCIPLES

- 3.1. All employees of the school have an individual responsibility to adhere to the rules contained within the Act known as the Data Protection Principles. They must ensure that information is:
- 3.2. Fairly and lawfully processed;
- 3.3. Processed for a lawful purpose
- 3.4. Adequate, relevant and not excessive;
- 3.5. Accurate and up to date;
- 3.6. Not kept for longer than necessary;
- 3.7. Processed in accordance with the data subject's rights;
- 3.8. Protected by appropriate security; and
- 3.9. Not transferred to other countries without adequate protection.

4. PERSONAL DATA PROCESSED BY THE SCHOOL

- 4.1. Personal data processed by the School can take different forms – it may be factual information, expressions of opinion, images or other recorded information which identifies or imparts something of significance about a living individual.
- 4.2. Personal data processed by the School includes contact details and (for staff and contractors), additional information required for their employment or appointment, including images and biometric data; (for pupils) registration details, academic, disciplinary and other education related records, information about special educational needs, references, examination scripts and marks, images and biometric data; (for parents and or guardians) employment details and financial information.
- 4.3. Sensitive personal data processed by the School about an individual includes data concerning their ethnic group, religious beliefs, criminal records and proceedings, trade union membership and relevant medical information.
- 4.4. The School collects the personal data it processes directly from the data subject (or in the case of a pupil, his parents or guardians) and from third parties (for example referees, the Disclosure and Barring Service).

5. PURPOSES FOR WHICH PERSONAL DATA MAY BE PROCESSED

- 5.1. Personal data (including sensitive personal data, where appropriate) is processed by the School in accordance with the Data Protection Act 2018 for the following purposes:
- 5.2. The provision of education including the registration of prospective pupils and administration of the admissions process; administration of the School's curriculum and timetable; administration of pupil's entries to public examinations, reporting upon and publishing the results; providing references for pupils (including after a

- pupil has left);preparation of information for inspections by the Independent Schools Inspectorate.
- 5.3. The provision of educational support and ancillary services, including the provision of pastoral care, welfare, health care services and maintenance of discipline; provision of careers and library services; administration of School Trips, boarding house administration; the administration of the School's IT Policy by monitoring pupils' email communications, internet use and telephone calls.
 - 5.4. The general administration of the School including the compilation of pupil records; the administration of invoices, fees and accounts; the management of the School's property, the management of security and safety arrangements (including the use of CCTV); the administration and implementation of the School's policies; and other reasonable purposes related to the School's operations.
 - 5.5. The protection and promotion of the School's legitimate interests and objectives including the publication of its website, the prospectus, fixtures and other promotional fundraising publications; fund-raising for the School's charitable purposes; the maintenance of a historic archive; and communication with the body of former pupils.
 - 5.6. The administration of its staff, agents and suppliers, including the recruitment of staff or engagement contractors (including compliance with DBS procedures); administration of payroll, pensions and sick leave and the maintenance of appropriate human resources records for current and former staff; and providing references.
 - 5.7. The fulfilment of the School's contractual and other legal obligations.
 - 5.8. The commercial trading operations of the School.

6. PROCESSING OF PERSONAL DATA

- 6.1. The School will only process personal data for the purpose(s) for which it was originally acquired and will not process it for any other purpose without the subject's permission, unless it is permitted to do so under the Data Protection Act 2018 or with any other agreement with the School. The School may also communicate with data subjects for the purposes set out above by post, email and SMS.
- 6.2. Personal data shall only be disclosed to those members of the School's staff, agents and suppliers who need access to the personal data to carry out the purpose(s) for which it was acquired. The School adopts appropriate security measures to ensure that personal data is kept secure and not processed without proper authority, as summarised in Annex 1. The School observes legislative requirements and current best practice to ensure personal data is kept for not longer than is necessary.
- 6.3. The School will not transfer personal data outside of the EEA unless it is satisfied that the data subject's rights under the Data Protection Act 2018 will be protected.

- 6.4. The School would seek permission from an individual and, in the case of a pupil, the parents, before allowing that person to feature particularly prominently in documentary films or articles for which the School may give permission.
- 6.5. When processing personal data for the purposes set out above, the School may communicate by post, email and SMS and may make use of cloud computing services.

7. THIRD PARTIES WITH WHOM THE SCHOOL MAY NEED TO SHARE PERSONAL DATA

- 7.1. From time to time the School may pass personal data (including sensitive personal data, where appropriate) to third parties, including local authorities, other public bodies (e.g. the DBS, UK Border Agency, HM Revenue and Customs, Department for Education and Department for Work and Pensions), independent school bodies such as the Independent Schools Inspectorate and the Independent Schools Council, health professionals, the School's professional advisors and its subsidiaries who will process the data:
 - 7.2. To enable relevant authorities to monitor the School's performance;
 - 7.3. To compile information (normally used on an anonymous basis);
 - 7.4. To secure funding for the School or on behalf of individual pupils;
 - 7.5. To safeguard pupils' welfare and provide appropriate pastoral (and where relevant, medical) care;
 - 7.6. Where specifically requested by pupils and or their parents or guardians;
 - 7.7. Where necessary in connection with learning and co-curricular activities undertaken by pupils;
 - 7.8. To enable pupils to take part in public examinations and other assessments and to monitor their progress and educational needs;
 - 7.9. To obtain appropriate professional advice and insurance of the School;
 - 7.10. Where a reference or other information about a pupil or Old Sedberghian is requested by another educational establishment or employer to whom they have applied;
 - 7.11. Where otherwise required by law; and
 - 7.12. Otherwise where reasonably necessary for the operation of the School and employment of its staff.
- 7.13. The School may also share personal data about an old Sedberghian (OS) with the Old Sedberghian Club; Sedbergh School Foundation (registered Charity number 529904) and Sedbergh School Developments Limited, which may contact the OS from time to time by post, email and SMS about the School and its activities.

8. RIGHTS OF ACCESS TO PERSONAL DATA

- 8.1. As data subjects, individuals have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them and any data controller. The Information Commissioners Office guidance is that in the majority of cases, by the age of 12 an individual has sufficient maturity to understand his/her rights and to make an access request his/herself if he/she wishes.
- 8.2. If individuals wish to access their personal data held by the School or, in the case of parents, if they wish to access personal data held about their child or a pupil for whom they have parental responsibility, then a request should be submitted to the Deputy Bursar (Compliance & Governance) in writing. Contact details are in Annex 1.
- 8.3. The School aims to respond to such access requests as quickly as possible and will ensure that if any information is provided within 30 days unless an exemption from the right of access under the Data Protection Act 2018 applies.

9. ACCURACY

- 9.1. The School will endeavour to ensure that all personal data held in relation to individuals is accurate and up to date. Individuals must notify the School of any changes to information held about them. An individual has the right to request that inaccurate information about them is corrected.

10. SECURITY

- 10.1. The School will take reasonable steps to ensure that personal data is kept secure and is only accessed by authorised members of its staff for the purposes for which it is held. All staff will be made aware of this Data Protection Policy and their duties under the Data Protection Act 2018.

11. ENFORCEMENT

- 11.1. If an individual believes that the School has not complied with this policy or has acted otherwise than in accordance with the Data Protection Act 2018, the individual should notify the Deputy Bursar (Compliance & Governance) who shall, where appropriate, refer the matter for resolution in accordance with the School's grievance and/or disciplinary procedure (for staff) or complaints procedure (for parents/pupils).
- 11.2. This policy forms part of the Terms and Conditions of all employees' contracts of employment. A breach of the policy may be regarded as misconduct, leading to disciplinary action up to and including summary dismissal.

12. GUIDANCE

- 12.1. Any queries about this Policy of how personal data is processed by the School should be referred to the Deputy Bursar (Compliance & Governance) for further guidance.

ANNEX 1

SCHOOL POLICY DATA PROTECTION PRINCIPLES

- Access to personal data is provided to members of staff who require access to that personal data to perform their duties and responsibilities. As a result, different members of staff will have access to different categories of personal data depending on their role.
- The security measures in place to protect data held electronically are set out in the School's IT Policy. All data on the School's networks is protected by anti-virus software that runs on servers and workstations and is updated automatically. Data on the School's network is regularly backed up.
- Personal data in manual files is only accessible by authorised individuals and, where of a confidential nature, is kept under lock and key when not in use.
- Paper based copies of personal data (or other sensitive or confidential data) are disposed of in a secure manner, by shredding. Decommissioned IT equipment is wiped prior to its disposal.
- The physical security of the Schools premises is checked by the security department daily.
- The School ensure that prior to the transfer of any personal data to a third party for processing, the third party has appropriate technical and organisational security measures governing the processing to be carried out.
- Staff receive data security training as part of their training.
- Any lapses in data security must be reported to the Deputy Bursar (Compliance & Governance) at the earliest opportunity who may be contacted at:

The Deputy Bursar (Compliance & Governance)
Sedbergh School
Malim Lodge
Loftus Hill
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