



THE  
PORTSMOUTH  
GRAMMAR  
SCHOOL

## The PGS Privacy Notice – for the School Community

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## **WHAT THIS PRIVACY NOTICE IS FOR**

This policy is intended to provide information about how The Portsmouth Grammar School ('the School') will use (or "process") personal data about individuals including: its current, past and prospective pupils; and their parents, carers or guardians (referred to in this policy as "parents"), and staff. Collectively, we refer to these individuals as the School community.

The School also has a separate Privacy Notice specifically for staff.

This information is provided because Data Protection Law gives individuals rights to understand how their data is used. Staff, parents and pupils are all encouraged to read this Privacy Notice and understand the School's obligations to its entire community.

This Privacy Notice applies alongside any other information the school may provide about a particular use of personal data, for example when collecting data via an online or paper form.

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

1. any contract between the School and its staff or the parents of pupils
2. the School's policy on taking, storing and using images of children
3. the School's CCTV policy
4. the School's Storage and Retention of Records and Documents Policy
5. the School's Safeguarding and Child Protection policies and other linked policies covering matters such as anti-bullying, health and safety including reporting procedures
6. the School's IT policies, including its Acceptable Use Policies and Online Safety policies.

Anyone who works for, or acts on behalf of, the School (including staff, volunteers, governors and service providers) should also be aware of and comply with this Privacy Notice which also provides further information about how personal data about individuals will be used.

## **RESPONSIBILITY FOR DATA PROTECTION**

1. The School has appointed the Data Protection Lead as the focal point for Data Protection matters and they will deal with all your requests and enquiries concerning the School's uses of your 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
2. The Data Protection Lead can be contacted at the School address; full details are given at the end of this Privacy Notice.

## **WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA**

In order to carry out its ordinary duties to staff, pupils and parents, the School needs to process a wide range of personal data about individuals (including current, past and prospective staff, pupils or parents) as part of its daily operation.

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 its staff, guardians or parents of its pupils.

Other uses of personal data will be made in accordance with the School'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 or sensitive types of data.

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

1. For the purposes of pupil selection (and to confirm the identity of prospective pupils and their parents)
2. 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
3. To safeguard pupils' welfare and provide appropriate pastoral care
4. Maintaining relationships with alumni and the school community, including direct marketing or fundraising activity
5. For the purposes of donor due diligence, and to confirm the identity of prospective donors and their background
6. For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law (such as tax, diversity or gender pay gap analysis)
7. To enable relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate
8. 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
9. 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
10. To monitor (as appropriate) use of the School's IT and communications systems in accordance with the school's IT Acceptable Use Policies
11. 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
12. For security purposes, including CCTV in accordance with the School's CCTV policy
13. To carry out or cooperate with any School or external complaints, disciplinary or investigation process

14. Where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for the School.

In addition, the School will on occasion need to process **special category personal data** (concerning health, ethnicity, religion, biometrics, or sexual life or 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. These reasons will include:

1. 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 or other relevant information where it is in the individual's interests to do so: for example for medical advice, for social protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or organisers of school trips who need to be made aware of dietary or medical needs. See UK GDPR Article 9 (2) (c) [*Employment, social security and social protection*] for justification of the processing of personal data for safeguarding and similar purposes and UK GDPR Article 9 (2) (h) [*Health or social care*] for processing of such data for medical purposes where a medical professional such as a School nurse is involved.
2. To provide educational services in the context of any special educational needs of a pupil. See UK GDPR Article 9 (2) (g) [*Substantial public interest*] for justification of the processing of personal data for such purposes.
3. To run any of its systems that operate on biometric data, such as for security and other forms of pupil identification (e.g. lunch purchases) – explicit consent will be obtained. See UK GDPR Article 9 (2) (a) [*Explicit consent*] for justification of the processing of personal data for such purposes.
4. As part of any school or external complaints, disciplinary or investigation process that involves such data, for example if there are Special Educational Needs (SEN), health or safeguarding elements. See UK GDPR Article 9 (2) (g) [*Substantial public interest*] for justification of the processing of personal data for such purposes.
5. 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. See UK GDPR Article 9 (2) (g) [*Substantial public interest*] for justification of the processing of personal data for such purposes.

## TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL

This will include by way of example:

1. names, addresses, telephone numbers, e-mail addresses and other contact details
2. car details (where held and primarily for staff who use our car parking facilities)
3. biometric information where used with specific consent, for example in connection with the purchases from the dining hall (specifically a thumb print)

4. bank details and other financial information, eg about parents who pay fees to the School
5. past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks
6. personnel files, including in connection with academics, employment or safeguarding
7. where appropriate, information about individuals' health and welfare, and contact details for their next of kin
8. references given or received by the school about pupils, and relevant information provided by previous educational establishments and/or other professionals or organisations working with pupils
9. correspondence with and concerning staff, pupils and parents past and present
10. 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 will be supplied by third parties (for example another school, or other professionals or authorities working with that individual).

#### **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:

1. professional advisers (e.g. lawyers, insurers, PR advisers and accountants)
2. government authorities (e.g. HMRC, DfE, Police or the local authority)
3. examination boards
4. appropriate regulatory bodies e.g. the Teaching Regulation Agency, the Independent Schools Inspectorate, the Charity Commission or the Information Commissioner
5. 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
  - 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. 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 Safeguarding & Child Protection 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 and only in accordance with the School's specific directions.

### **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, medical and safeguarding files will need to be kept much longer, in accordance with specific legal requirements.

If you have any specific queries about how our retention policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Senior Deputy Head or the Data Protection Lead. However, please bear in mind that the School will often have lawful and necessary reasons to hold on to some personal data even following such a request.

A limited and reasonable amount of information will be kept for archiving purposes, and even where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes (called a "suppression record").

The School has a Storage and Retention of Records and Documents Policy providing details of our archiving policy.

### **KEEPING IN TOUCH AND SUPPORTING THE SCHOOL**

The School 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, or alumni and parent events of interest, including by sending updates and newsletters, by email and by post. Unless the relevant individual objects, the School will also:

1. 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 the Parents Forums and our Alumni.
2. Contact parents and/or alumni by post and email in order to promote and raise funds for the school and, where appropriate, other worthy causes.
3. Should you wish to limit or object to any such use, or would like further information about them, please contact the Senior Deputy Head or Data Protection Lead in writing. You always have the right to withdraw consent, where given, or otherwise object to direct marketing or

fundraising. However, the School is nonetheless likely 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

### 1. Rights of access

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 have it transferred to others, 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, or who has some other objection to how their personal data is used, should put their request in writing to the Senior Deputy Head or the Data Protection Lead.

The School will endeavour to respond to any such 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 access to information, but actually fulfilling more complex requests may take 1-2 months longer).

It is worth noting that the School will be better able to respond quickly to smaller, targeted requests for information made during term time. If the request for information is manifestly excessive or unfounded, the School may refuse the request, or charge a reasonable fee (but only where Data Protection Law allows it).

### 2. Requests that cannot be fulfilled

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).

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.

You may have heard of the "right to be forgotten". However, we will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your (or your child's) personal data: for example, a legal requirement, or where it falls within a legitimate interest identified in this Privacy Notice. All such requests will be considered on their own merits.

### 3. Pupil 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. A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf.



Indeed, while a person with parental responsibility will generally be entitled to make a subject access request on behalf of younger pupils, the law still considers the information in question to be the child's: for older pupils, the parent making the request may need to evidence their child's authority for the specific request.

Pupils aged 12 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. Slightly younger children may however be sufficiently mature to have a say in this decision, depending on the child and the circumstances.

#### 4. Parental requests

It should be clearly understood that the rules on subject access are not the sole basis on which information requests are handled. Parents may not have a statutory right to information, but they and others will often have a legitimate interest or expectation in receiving certain information about pupils without their consent. The School may consider there are lawful grounds for sharing with or without reference to that pupil.

Parents will in general receive educational and pastoral updates about their children. Where parents are separated, the School will in most cases aim to provide the same information to each person with parental responsibility, but may need to factor in all the circumstances including the express wishes of the child, or specific instructions from both parents, or a court order.

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

#### 5. Consent

Where the School is relying on consent as a means to process personal data, any person may withdraw this consent at any time (subject to similar age considerations as above). Please be aware however that in some circumstances the School may not be relying on consent but may have another lawful reason to process the personal data in question, and therefore withdrawal of consent may not be applicable.

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. an employment contract, or because a purchase of goods, services or membership of an organisation such as an alumni or parents' association has been requested).

#### 6. Whose rights?

The rights under Data Protection Legislation belong to the individual to whom the data relates. However, the School will often rely on parental authority or notice for the necessary ways it processes personal data relating to pupils. Parents and pupils should be aware that this is not necessarily the same as the School relying on strict consent (see section on Consent above).

Where consent is required, it may in some cases be necessary or appropriate given the nature of the processing in question, and the pupil's age and understanding, to seek 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, eg for the purposes of keeping parents informed about the pupil's activities, progress and behaviour, and in the interests of the pupil's welfare. That is 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 Acceptable Use and Online Safety policies and the School Rules. Staff are under a professional duty to do the same.

### **DATA ACCURACY AND SECURITY**

The School will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must please notify the Bursary of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out-of-date, irrelevant or inaccurate information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see above for details of why the School may need to process your data, of who you may contact if you disagree.

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 staff and governors will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

### **THIS POLICY**

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 AND COMPLAINTS**

If you have any comments or queries on this policy, we recommend that in the first instance you direct these to the Data Protection Lead, the Bursar, who can be contacted by email as follows:

Name:	Mr John Read (The Bursar)
Email address	<a href="mailto:j.read@pgs.org.uk">j.read@pgs.org.uk</a>
Contact number:	023 9236 4250
Contact address:	The Portsmouth Grammar School, High Street, Portsmouth, Hampshire, PO1 2LN

The School has also appointed a Data Protection Officer or DPO. The DPO advises the School about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Limited  
Email address: support@gdprsentry.com  
Contact number: 0113 804 2035  
Contact address: Unit 434 Birch Park, Thorp Arch Trading Estate, Wetherby, LS23 7FG

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's complaints procedure. You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), who can be contacted at <https://ico.org.uk/concerns/> (or call 0303 123 1113), although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.

## Allocation of Tasks and Version control

### 1. Allocation of Tasks

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Bursar	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Head of ICT Services	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Head of ICT Services	As required, and at least termly
Reviewing / receiving input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	Information Services Programme Board	As required, and at least annually
Formal annual review	SMT	Annually

### 2. Version Control

<b>Date Approved</b>	27 <sup>th</sup> June 2023 (SMT)
<b>Date Reviewed</b>	9 <sup>th</sup> May 2023 (ITSG)
<b>Next Review Date</b>	Summer Term 2024
<b>Policy author (SMT)</b>	Bursar
<b>Status</b>	External
<b>Report</b>	ICT and Data Report

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