THE PORTSMOUTH GRAMMAR SCHOOL

The PGS Privacy Notice for the School Community

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1. Purpose of this Privacy Notice

This privacy notice explains how The Portsmouth Grammar School ('the School') collects, uses, stores, and shares personal information about individuals, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. These individuals will include pupils (current, past and prospective), 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 has separate Privacy Notices specifically for staff, for visitors, the PGS website and PGS Connect website.

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. It 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 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, head injuries and injury reporting
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.

2. What information we collect

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 or facial scan)
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).

3. Why we collect this information

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.

4. Our Lawful Basis for processing

The lawful bases under the UK GDPR for processing personal information include:

1. Consent
2. Legal obligation – to fulfil contracts with its staff, guardians or parents of its pupils
3. Public task – as part of the school's official functions and responsibilities
4. Legitimate interests – to ensure security and efficient school operations provided these are not outweighed by the impact on individuals and provided it does not involve special or sensitive data

We will ensure that for any personal data processing activity we undertake, there is at least one lawful basis permitting this.

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) (b) [*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 or physiotherapy/head injury practitioner 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.

5. How we store your information

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.

6. Who we share your information 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. organisations with whom the School works closely on a formal basis, for examples in areas such as catering and first aid/injury support)

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:

1. medical records
2. pastoral or safeguarding files

However, a certain amount of any pupil's relevant SEN information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires. Where relevant, certain personal health-related information may be shared with health professionals who are working closely with the School to provide health support (for example, South Coast Rx Physiotherapy Ltd in respect of first aid/head injury support).

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 & Procedure.

As detailed above, images of pupils may be used in School publications, on the School's website and, where appropriate, on the School's social media channels in accordance with the School's policy on the taking and storing of images of children. If a pupil or parent wishes to object to such use of images or other data processing they should notify the Data Protection Lead in writing in accordance with the School's Data Protection Policy for this to be considered.

The School would not transfer personal data to countries or recipients outside the UK, unless there is a clear and legitimate justification for doing so (for example, a parent who is living abroad).

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. The same expectations regarding GDPR should also be met.

7. How long we keep your 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.

8. 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)

9. Your rights

Under data protection law, you have the right to:

1. Access the information we hold about you
2. Request correction or deletion of your data
3. Object to or restrict our use of your data in some circumstances
4. Complain to the Information Commissioner's Office (ICO)

10. 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).

11. 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.

12. 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.

13. 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.

14. 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). See also the School's Data Protection Policy for further detail regarding, for example, an objection to or other request relating to data processing.

15. 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.

16. Contact and complaints

Data Protection Lead:	Mr John Read (Bursar)
Email address:	j.read@pgs.org.uk
Contact number:	023 9236 4250
Contact address:	The Portsmouth Grammar School, High Street, Portsmouth, Hampshire, PO1 2LN

Data Protection Officer:	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 you have any questions about how we handle your data or wish to exercise your rights, please contact the Data Protection Lead or the Data Protection Officer.

Alternatively, you can contact the Information Commissioner's Office (ICO) at: https://ico.org.uk or call 0303 123 1113.

17. Allocation of Tasks and Version control

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	Director of Information 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	Data Manager	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	School Business Meeting	As required, and at least annually
Formal annual review	SMT	Annually

Version Control

Date Approved	29th June 2026 (SMT)
Date Reviewed	22nd June 2026 (School Business Meeting)
Next Review Date	Summer Term 2027
Policy author (SMT)	Bursar
Status	External
Report	ICT and Data Report

Ph4290726