



**Privacy Notice**  
**Applicable to all members of the School community**  
**(past, present and prospective)**

Avon House Preparatory School is registered as a “data controller” with the Information Commissioner’s Office registration number Z6834898 and is committed to protecting the privacy and security of personal information (or data) in accordance with the General Data Protection Regulation 2018 (GDPR).

**What this Privacy Notice is for**

This Privacy Notice describes how the School collects and uses (or processes) personal data about individuals including its staff, its current, past and prospective pupils and their parents, carers or guardians (referred to in this Notice as “parents”). Collectively we refer to these individuals as the School Community.

This information is provided because Data Protection Law gives individuals rights to understand how their data is used. Staff and parents are 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

- any contract between the School and its staff or the parents of pupils
- the School’s Data Protection Policy
- the School’s Taking, Storing and Using Images of Children Policy
- the School’s Safeguarding, Pastoral Care and Health and Safety Policies, including as to how concerns or incidents are recorded and
- the School’s IT policies, including its Acceptable Use Policy, E-Safety Policy and Staff Use of Social Media and Networking Sites policy

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 and the School’s Data Protection Policy, which provides further information about how personal data about those individuals will be used.



### **Responsibility for data protection**

The School has appointed the School bursar, as the Data Protection Officer. He will deal with all requests and enquiries concerning the School's use of personal data (see the section on Your Rights below) and endeavor to ensure that all personal data is processed in compliance with this Privacy Notice and Data Protection Law.

Contact details: Mr N Best    bursar@ahsprep.co.uk        020 8504 1749 option 4

### **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, parents and contractors) 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 and obligations – including those under a contract with its staff, 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 may fall within that category of its community's "legitimate interests":

- For the purposes of pupil selection (and to confirm the identity of prospective pupils and their parents)
- To provide education services, including musical education, physical training and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs
- Maintaining relationships with alumnae and the School community, including direct marketing or fundraising activity
- To enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate
- 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 Acceptable Use Policy
- 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 Taking, Storing and Using Images of Children Policy
- For security purposes, including CCTV, in accordance with the relevant School policies
- 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) 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 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, dietary needs or other relevant information where it is in the individual's interests to do so, for example for medical advice, safeguarding, cooperation with social services or police, for insurance purposes or to caterers or organisers of School trips
- To provide educational services in the context of any special education needs of a pupil
- In connection with employment of its staff, for example DBS checks, welfare or pension plans
- As part of any School or external complaints, disciplinary or investigation process that involves such data, for example if there are special educational needs, health or safeguarding elements, or
- 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

### **Types of personal data processed by the School**

This will include by way of example:

- names, addresses, telephone numbers, email addresses and other contact details
- characteristics (such as ethnicity, language, nationality)
- car details (about those who access the School site and use our car parking facilities)
- bank details and other financial information eg about parents who pay fees to the School
- past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs) and examination scripts and marks
- personnel files, including in connection with academics, employment or safeguarding
- where appropriate information about individuals' health and welfare, and contact details for their next of kin
- 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
- correspondence with and concerning staff, pupils and parents past and present, 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 Taking, Storing and Using Images of Children Policy)



### **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), or collected from publicly available resources.

### **The lawful basis on which we use this information – not all have this**

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- legitimate interest as set out above
- consent: the individual has given clear consent to process their personal data for a specific purpose
- contract: the processing is necessary for a contract with the individual
- legal obligation: the processing is necessary to comply with the law (not including contractual obligations)
- vital interests: the processing is necessary to protect someone's life
- public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law, and
- The Education Act 1996: for annual Departmental Censuses and annual censuses for the Independent Schools Council.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

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

We may need to share personal information relating to the School Community with third parties. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can ensure the health and safety of the School Community, or where we are legally required to do so. We share pupil data with:

- professional advisers (eg lawyers, insurers, PR advisers and accountants)
- government authorities (eg HMRC, DfE, the police or the local authority)
- appropriate regulatory bodies (eg the Independent Schools Inspectorate)
- school caterers (eg in case of allergies)
- IT contractors
- Schools that pupils attend after leaving us



The recipient of the information will be bound by confidentiality obligations and will have their own systems and policies for dealing with data.

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 (ie on a 'need to know' basis).

Staff 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 the Local Authority Designated Officer (LADO) or police. For further information about this please see 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 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 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.

If you have any specific queries about how this 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 Bursar. However, please bear in mind that the School may have lawful and necessary reasons to hold on to some personal data even following such request.

A limited and reasonable amount of information will be kept for archiving purposes, for example 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').

### **Keeping in touch and supporting the School**

The School will use the contact details of parents, alumnae and other members of the School Community to keep them updated about the activities of the School, or alumnae and parent events of interest, including by sending updates and newsletters, by email and by post.



Unless the relevant individual objects, the School may also contact parents and/or alumnae by post and email in order to promote and raise funds for the school and, where appropriate, charities and worthy causes.

Should you wish to limit or object to any such use, or would like further information about them, please contact the Bursar 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**

### **Rights of access etc**

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 organization, or who has some other objection to how their personal data is used, should put their request in writing to the Bursar.

The School will endeavor to respond to any such 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 access to information. The School will be better able to respond quickly to smaller, targeted requests for information. If the request is manifestly excessive or similar to previous requests, the School may ask you to reconsider or charge a proportionate fee, but only where Data Protection Law allows it.

### **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, or information which is subject to legal professional 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 nor share any confidential reference given by the School for the purposes of the education, training or employment of any individual.

### **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. However, this is unlikely to be the case for children under the age of 13, therefore someone with parental responsibility for them would need to make a subject access request on their behalf.



### **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 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 (eg an employment or parent contract, or because a purchase of goods, services or membership of an organisation such as an alumnae or parents' association has been requested).

### **Data accuracy and security**

The School will endeavor 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 School Administrator of any significant changes to information held about them.

An individual has the right to request that any inaccurate or out-of-date 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, and 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 Privacy Notice and their duties under Data Protection Law and receive relevant training.

This Privacy Notice will be reviewed 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**

Any comments or queries on this Privacy Notice should be directed to the Bursar.

If you believe that the School has not complied with this Privacy Notice or acted otherwise than in accordance with Data Protection Law, you can make a complaint at any time to the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.