

Data Protection

Cranford House School is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about parents, guardians and pupils in accordance with the General Data Protection Regulation (GDPR).

Cranford House is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former parents, guardians and pupils of the school. This notice is non-contractual and we may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

Why do we collect and use pupil, parent and guardian information?

We collect and use pupil, parent and guardian information in accordance with the GDPR and primarily to provide pupils with an education. Personal information may also be used to comply with a contractual obligation, to comply with law, in our legitimate interests and/or where we need to protect your interests (or someone else's interests) or where it is needed in the public interest.

We use parent/guardian data:

- To keep you updated with the education of your child and their progress
- To comply with the terms of our contract and to provide your child with an education
- To help safeguard your child and other pupils within the school
- To provide you with information about the school and its activities
- To process financial information in relation to the payment of fees

We use pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess how well the school is doing
- To publish examination results
- To safeguard welfare and wellbeing
- For marketing or promotional purposes (with appropriate consent)
- To communicate with former pupils
- To check right to study in the UK
- To provide references for the purposes of future education and/or employment
- For examination purposes
- To ensure adequate and appropriate insurance is maintained
- To help your parent or guardian to support your schooling
- To monitor pupils' email communication, internet use for the purpose of ensuring compliance with the School's ICT and Network Codes of Conduct for Pupils
- Where appropriate, to promote the school to prospective pupils (including through the School's prospectus and website)
- To comply with the law regarding data sharing
- To tell appropriate teachers if you are allergic to something or might need extra help with some tasks
- To complete annual census for the Independent Schools' Council (ISC)

We obtain information from pupils from admissions forms and from previous schools. We may also get information from professionals such as doctors and from local authorities. We may also get information from pupils directly, their parents, teachers, other pupils and via CCTV.

The categories of parent/guardian information that we collect, hold and share may include:

- Personal information (such as name and address)
- Financial information
- CCTV footage (to ensure the school is safe)
- Information about court orders or criminal matters which relate to you
- Information about you which may impact on your child's right to study in the UK

We do not envisage holding any special category data relating to parents or guardians.

The categories of pupil information that we collect, hold and share may include:

- Personal information (such as name and address)
- Personal, sensitive data (such as ethnicity and religion, the declaration of which is optional)
- Characteristics (such as language, nationality, country of birth etc.)
- Attendance information (such as sessions attended, number of absences and absence reasons).
- Medical information (such as allergies or if you may need extra help with some tasks)
- CCTV footage (to ensure the school is safe)
- Information about court orders or criminal matters
- Information about right to study in the UK
- Information about past education
- Public examination and academic records and results
- Accident or injury records
- Email, internet and mobile electronic device usage
- Photographs and videos
- Sporting and academic achievements

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information with consent or if it is necessary for social protection, protecting the vital interests of the individual; establishing, exercising, or defending legal claims; reasons of substantial public interest and reasons of public interest in the area of public health.

Consent

We do not need your consent if we use your personal information in accordance with our written policy to carry out our legal obligations or to exercise the rights set out above. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data or in respect of providing you with marketing materials. If we do so, we will provide you with full details of the consent requested and the reason we need it, so that you can carefully consider whether you wish to consent. Consent can be withdrawn at any time.

Storing Information

We hold parent, guardian and pupil data in accordance with our '**Data Retention Policy**'. Please ask in the main School Office if you would like to receive a copy of this document.

Who do we share information with?

We may share parent, guardian and pupil information with the following third parties in accordance with the above objectives:

- Schools that the pupil's attend after leaving us
- Future employers for the purposes of reference provision
- Our local authority
- The Department for Education
- The Independent Schools' Council
- Independent Schools Inspectorate
- The school nurse/NHS
- Safeguarding agencies (for example, Oxfordshire Children's Safeguarding Board and the Police)
- External providers of lessons and activities (Peripatetic music teachers, external providers of clubs etc.)
- Internal staff members to allow them to perform their duties
- Police or legal advisers if something goes wrong or to help with an inquiry
- UK Visas and Immigration in respect of right to study

- Insurance providers
- Examination boards
- Parents or guardians

As a provider of education services and with substantial safeguarding responsibilities we are under a number of legal obligations to pass on personal data. However, we do not share personal information with anyone without a lawful reason and if our policies allow us to do so.

All our third-party service providers are required to take appropriate security measures to protect personal information in line with our policies. We do not allow our third-party service providers to use personal data for their own purposes. We only permit them to process personal data for specified purposes and in accordance with our instructions.

Aged 14+ Qualifications

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's Unique Learner Number (ULN) and may also give us details about the pupil's learning or qualifications.

Your rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the School's Data Protection Office in writing.

If you have a concern with the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this Privacy Notice, please contact the School's Data Protection Officer, Mr K McIntyre at the address below:

Cranford House School Moulsoford
Oxfordshire
OX10 9HT

Copies of the School's Whole School Privacy Policy are available upon request from the main School Office.