

Charitable Objects of St. Catherine's School - The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

St Catherine's School, Bramley

WHOLE SCHOOL CONFIDENTIALITY AND PRIVACY POLICY



Whole School refers to all students in the St Catherine's Preparatory and Senior Schools which includes: the Early Years Foundation Stage (EYFS), Pre-Prep. School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).

This policy was revised in March 2017 in line with the School's Policy Review Schedule which ensures that all policies are kept up to date.

This policy is an amalgamation of the previous Confidentiality Policy (1999) and Pupil Data Protection Policy (2004 with subsequent updates) and now incorporates guidance for staff and information for parents.

1. Confidentiality of Sensitive Personal Information

Although we hope that pupils will feel that they can seek help, advice and guidance from members of staff, in the interests of safeguarding staff are told not to promise confidentiality to pupils or parents and are reminded of the importance of this in Child Protection Training.

In certain circumstances, information must be passed on. If, in the judgment of staff, a pupil's health or safety is at risk in any way, then that staff member must pass on his or her concerns to an appropriate person in authority. According to circumstances, this may be the Headmistress and/or Deputy Head; the on-duty nursing Sister; or, for all safeguarding matters, to one of the Designated Safeguarding Leads (DSL).

Likewise, Sixth Formers should always be advised by the Head of Sixth Form in their Sixth Form induction training of the limits to the confidentiality which they should offer to younger pupils. They must recognise that they will usually need to hand on information which is given to them. All school officers are trained in this during their prefect induction training and House Captains and Senior Boarders are given further specific training when they take up their posts.

The Sixth Formers have access to a Counsellor. Younger pupils also have access to a Counsellor but only by special arrangement and with the agreement of their parents.

2. General Statement of the School's Duties

As part of its general operation, the School needs to process relevant personal data regarding staff, pupils and parents (a word used in this Policy to mean those with legal parental responsibility for pupils). Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data, and the School shall take all reasonable steps to do so in accordance with this Policy. In this Policy any reference to pupils, parents or staff includes current, prospective and past pupils, parents and staff.

3. Data Protection Officer

The School has appointed the Business Manager as Data Protection Officer (DPO) who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998 ("the Act").

4. The Principles

The School shall so far as is reasonably practicable comply with the Data Protection Principles (“the Principles”) contained in the Act to ensure all data is:-

- Fairly and lawfully processed;
- Processed for a lawful purpose;
- Adequate, relevant and not excessive;
- Accurate and up to date;
- Not kept for longer than necessary;
- Processed in accordance with the data subject’s rights;
- Kept secure; and
- Not transferred to other countries without adequate protection.

5. Personal Data

Personal data covers both facts about an individual, including biographical or contact information, and professional judgements based on academic progress e.g. school reports. The School may process a wide range of personal data of staff, pupils, and parents as part of its operation. This personal data may include (but is not limited to); names and addresses, contact details, bank details, employment details, donation history, academic, disciplinary, admissions and attendance records, references, examination scripts and pupils’ marks.

6. Sensitive Personal Data

The School may, from time to time, be required to process sensitive personal data regarding staff, pupils or parents. Sensitive personal data includes medical information and data relating to religion, race, or criminal records and proceedings. Where sensitive personal data is processed by the School, the explicit consent of the appropriate individual will generally be required in writing, unless another lawful condition applies (for example, if a requested by a legal authority, or if required to protect the vital interests of an individual).

7. Processing of Personal Data

Consent may in some cases be required for the processing of personal data. However, if the processing is necessary for the School in the ordinary and legitimate course of its running, for example, to undertake its obligations to staff, pupils and parents, any information which falls under the definition of sensitive personal data, and is not otherwise exempt, will remain confidential. It will only be disclosed to third parties with the consent of the appropriate individual or where otherwise lawfully necessary under the terms of this Policy. Consent will not be sought for processing by third parties of data for School communications such as the Annual Magazine and Association communications. Such data will be encrypted prior to transfer.

8. Rights of Access

Individuals have a right of access to information held by the School. Any individual wishing to access his/her personal data should put this request in writing to the DPO. The School will endeavour to respond to any such written requests as soon as is reasonably practicable and, in any event, within 40 days for access to personal data.

Please note that the School may charge an administration fee of up to £10.00 for providing this information and, in the case of parental requests made on behalf of the pupil, may be required to seek the pupil's consent to the sharing of personal data (please see section 9 below).

You should be aware that certain data is exempt from the right of access under the Act. This may include information which identifies other individuals, information which the School reasonably believes is likely to cause damage or distress, or information which is subject to legal professional privilege. Special exemptions also exist around confidential references and pupil examination scripts.

9. Whose rights

The rights under the Act are the individual's to whom the data relates. The School will however in most cases rely on parental consent to process data relating to pupils unless it is unreasonable, given the nature of the processing in question and the pupil's age and understanding, to rely on (or continue to rely on) the parent's consent. Parents should be aware that in such situations they may not be consulted.

The School makes it clear to pupils that they should expect the School to share information about them with parents. However, from the Middle School level and above, it will usually be for the pupil to authorise a specific subject access request made by a parent on their behalf. The School will consider other individual requests for information relating to a pupil made by a parent (and may have lawful grounds to provide it), but the School is legally obliged to consider the child's data protection rights in doing so, in particular if the information is sensitive personal data.

Where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds her agreement to her personal data being disclosed to her parent(s), the School will maintain confidentiality unless it has reasonable grounds to believe that the pupil does not fully understand the consequences of withholding their consent, or where the School believes disclosure will be in the best interests of the pupil or other pupils.

The School will only grant the pupil direct access to her own personal data if, in the School's reasonable belief, the pupil understands the nature of the request she has made and the disclosure is made with due care for any harm or distress it may cause them.

10. Exemptions

Certain uses of data are exempted from certain provisions of the Act, including the following:

- For the prevention or detection of crime;
- In certain scenarios when engaging with local authorities;
- For the assessment of any tax or duty;
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the School, or subject to a request from a competent statutory authority.

The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the DPO.

11. Disclosure of Information

The School may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians. The School confirms that it will not generally disclose information unless the individual has given his/her consent or one of the specific exemptions under the Act applies. However, the School does intend to disclose such data as is necessary to third parties for the following purposes:

- To give a confidential reference relating to a pupil to any educational institution which it is proposed that the pupil may attend.
- To enter pupils for public examinations and to publish the results of public examinations or other achievements of pupils of the School.

- To disclose details of a pupil’s medical condition where it is in the pupil’s interests to do so, for example for medical advice, insurance purposes or to organisers of school trips.
- To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend.

Where the School receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure.

12. Use of Personal Information by the School

The School will, from time to time, make use of personal data relating to pupils, their parents or guardians in the following ways. Should you wish to limit or object to any such use please notify the DPO in writing and the request will be duly considered in accordance with your rights.

The School will use staff, pupil or parent data:

- To make use of photographic images of pupils in School publications and on the School website. The School separately seeks the express permission from parents for the use of their child’s picture on the School’s website or in other publications when she joins the school, but will consult with those involved before using their name in connection with any images intended for external publication.
- For the St Catherine’s Association, the Parent/Teacher Association, fundraising, marketing, events or promotional purposes, and to maintain relationships with former pupils of the School.

13. Accuracy and completeness

The School will endeavour to ensure that all personal data held in relation to an individual is accurate. 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 erased or corrected, although the School may reasonably determine whether or not the information is in fact accurate.

14. Security

The School will take appropriate steps to ensure that members of staff will only have access to personal data relating to staff, pupils and parents where it is necessary for them to do so. The School Information Management System (SIMS) is set up in such a way that unauthorised staff can only view their own personal details and that suitably trained and authorised staff will have access to pupil and parent data on a need-to-know basis only.

15. Enforcement

All staff will be made aware of this policy and their duties under the Act. If an individual believes that the School has not complied with this Policy or acted otherwise than in accordance with the Act, they should use the School complaints procedure and/or notify the DPO.

Signature of Preparatory School Headmistress:

Signature of Senior School Headmistress:

Signature of Business Manager/DPO:

Date: