



# SHERBORNE BOYS

## Privacy Notice

**Approving body:** SLT

**Owner:** Bursary

**Author:** Chief Operating Officer

### Executive Summary

This policy is intended to provide information about how the School will use (or process) personal data about individuals including; School staff, current, past and prospective pupils and their parents, carers or guardians (referred to in this policy as 'parents').

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

For the purposes of this policy the term 'pupil/s' refers to pupils at Sherborne Boys and Sherborne Prep. 'Children' refers to children in the wider community.

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## Who we are

Sherborne Boys (the School) is registered in England and Wales under the Companies Act (company number 4002575) and registered with the Charity Commission for England and Wales (registration number 1081228). Its address is Sherborne Boys, Abbey Road, Sherborne, Dorset, DT9 3LF. For the purposes of this policy it includes Sherborne Preparatory School, Sherborne International, Sherborne School (Trading) Limited, Sherborne School (Leisure) Limited, Sherborne School (Overseas Trading) Limited and The Sherborne School Foundation.

## What this privacy notice is for

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

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:

- any contract between the School and its staff or the parents of pupils;
- any policies or notices applicable to staff concerning the handling of personal data;
- the School's policy on taking, storing, and using images of children;
- the School's CCTV and/or biometrics policy;
- the School's records' retention policy;
- the School's safeguarding, pastoral, or health and safety policies, including as to how concerns or incidents are recorded; and
- the School's ICT policies, including its Acceptable Use Policy, Social Media policy, eSafety policy, Wi-Fi policy, Remote Working Policy and Bring Your Own Device policy.

Anyone who works for, or acts on behalf of, the School (including staff, volunteers, governors, and service providers) should be aware of and comply with this Privacy Notice and will be subject to suitable training and/or policies commensurate with their role.

## Responsibility for Data Protection

The School's Information Governance and Privacy Compliance Officer 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. The School's Information Governance and Privacy Compliance Officer is Mrs Penny Baker, who may be contacted at [Penny.Baker@sherborne.org](mailto:Penny.Baker@sherborne.org) or Sherborne Boys, Abbey Road, Sherborne, Dorset, DT9 3LF.

## 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, 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**":

- For the purposes of pupil selection, to confirm the identity of prospective pupils and their parents and retain a record if appropriate for the purposes of future applications or openings. This may include any necessary anti-money laundering or credit checks, whether with previous schools or other third-party sources;
- To ensure the School complies with anti-money laundering and unexplained wealth laws and regulations;
- 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, including where such services are provided remotely (either temporarily or permanently);

- Maintaining relationships with alumni and the School community, including direct marketing or fundraising activity;
- For the purposes of donor due diligence, and to confirm the identity of prospective donors and their background and relevant interests;
- 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);
- To enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate;
- 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;
- 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;
- To safeguard pupils' health and 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 ICT 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 policy on taking, storing, and using images of children;
- For security purposes, including CCTV in accordance with the School's CCTV policy;
- To carry out or cooperate with any School or external complaints, disciplinary or investigation process; and
- 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 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:

- 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;
- To provide educational services in the context of any special educational needs of a pupil;
- To provide spiritual education in the context of any religious beliefs;
- In connection with employment of its staff, for example DBS checks, welfare, union membership or pension plans, and in a pastoral, complaint, or disciplinary context;
- To run any of its systems that operate on biometric data, such as for security and other forms of pupil identification (registration etc.);
- As part of any School or external complaints, disciplinary or investigation process that involves such data, for example if there are SEND, 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 but not exhaustive:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- car details (about those who use our car parking facilities);
- bank details and other financial information, e.g. about parents (or others) who pay fees to the School and suppliers and staff whom we pay, and any anti-money laundering information we are required to collect by law;
- 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 academic, 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 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); or collected from publicly available resources.

The School collects data from Sherborne Girls and the Gryphon School to facilitate the activities undertaken together.

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

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). However, some of the School's processing activity is carried out on its behalf by third parties, such as ICT systems, web developers or cloud storage providers. In accordance with Data Protection Law, this type of external data processing is always subject to contractual assurances that personal data will be kept securely and used only in accordance with the School's specific directions.

Occasionally, the School – including its trustees/governing board - will need to share personal information relating to its community of staff, pupils, and parents with third parties, such as:

- examination boards;
- Stage 3 complaints panels, which will include independent panel members;
- Sherborne Girls as part of its partnership;
- The Gryphon School;
- Old Shirburnian Society;
- professional advisers (e.g. lawyers, insurers, PR advisers and accountants);
- government authorities (e.g. HMRC, DfE, pension providers, police, or the local authority); and
- appropriate regulatory authorities (e.g. TRA, DBS, the Independent Schools Inspectorate, the Charity Commission, or the Information Commissioner's Office).

## Access to, and sharing of, sensitive data

Particularly strict rules of access apply in the context of 'special category' data, most notably:

- medical records (held and accessed only by the School doctor and appropriate medical staff under his / her supervision, or otherwise in accordance with express consent) and
- pastoral or safeguarding files.

### Medical data

The School needs to process such information to comply with statutory duties and to keep pupils and others safe, but the School will ensure only authorised staff can access information on a need-to-know basis. This may include wider dissemination if needed for school trips or for catering purposes. Express consent will be sought where appropriate.

However, a certain amount of any SEND 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.

### Safeguarding data

Staff, pupils and parents are reminded that the School is under duties imposed by law and statutory guidance (including [Keeping Children Safe in Education](#) or 'KCSIE') 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, low-level concerns records kept about adults (which may include references to pupils or family members), and in some cases referrals to relevant authorities such as the Local Authority Designated Officer (LADO), Children's Services or the police.

KCSIE also requires that, whenever a child leaves the School to join another school or college, their child protection file is promptly provided to the new organisation, along with any other information which the School's Designated Safeguarding Lead considers material to the ongoing care needs of any pupil. Where appropriate, the School will consult with parents as to how these needs are best served, but ultimately the decision as to what information is necessary to share with the new school or college is a safeguarding question that must be reserved to the School. The School will retain a copy of the child protection file in accordance with its retention policy for material related to safeguarding matters. For further information about this, please view the School's Safeguarding Policy.



The School does not normally transfer personal information to a different country which is outside the European Economic Area. This would normally only happen if parents live abroad or a pupil moves to a new school abroad or occasionally where data might be 'cloud' hosted outside the designated area. If this happens the School will be very careful to make sure that it is safe to transfer information. The School will look at whether that other country has good data protection laws for example. If the School cannot be sure that it is safe, then the School will talk to the individual affected and seek their consent. As this is not something the School normally does and the School does not know which country the School may need to send information to, the School cannot provide more about it now but if the School wants to transfer personal data to a different country then the School will tell the individuals affected whether or not the School thinks it is safe and why the School has decided that.

## 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. The School's Records Retention Policy sets out the arrangements for record retention and 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 School's Information Governance and Privacy Compliance Officer. 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 request. For example, safeguarding files may need to be kept by the School in accordance with specific legal requirements.

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 and/or any relevant other organisation 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:

- 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 Old Shirburnian Society;
- Contact parents and/or alumni (including via the organisations above) by post and email in order to promote and raise funds for the School;
- Collect information from publicly available sources about parents' and former pupils' occupation and activities, in order to maximise the school's fundraising potential;
- Should you wish to limit or object to any such use, or would like further information about them, please contact the School's Information Governance and Privacy Compliance Officer 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:

- obtain access to, and copies of, the personal data that we hold about you;
- require us to correct the personal data we hold about you if it is incorrect;
- require us (in certain circumstances) to erase your personal data;
- request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, should put their request in writing to the School's Information Governance and Privacy Compliance Officer, Mrs Penny Baker, [Penny.Baker@sherborne.org](mailto:Penny.Baker@sherborne.org) or Sherborne School, Abbey Road, Sherborne, Dorset, DT9 3LF.

The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, (which is generally one month, but actually fulfilling more complex or multiple requests, e.g. those involving third party information, may take one to two months longer).

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 similar to previous requests, the School may ask you to reconsider or require a reasonable fee for the administrative costs of complying with the request (but only where Data Protection Law allows it, and in accordance with relevant regulatory guidance).

If you consider that the personal data we hold on you is inaccurate, please let us know. However, the School will not necessarily delete or amend views, opinions, notes, or records purely on the request of an individual who disputes the account, although we may keep a record of all parties' viewpoints.

### Requests that cannot be fulfilled

You should be aware the GDPR rights (including the right of access) are limited to your own personal data, and certain data is exempt. 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, or where a duty of confidence is owed by a legal adviser).

The School is also not required to disclose any pupil examination scripts (or other information consisting solely of pupil test answers, potentially including in mock/trial exam scripts or other types of exams/tests used to assess performance – although markers' comments may still be disclosable if they constitute pupil personal data). The School is also not required to provide examination or other test marks ahead of their ordinary publication date, nor share any



confidential reference held by the School that was (or will be) given for the purposes of the education, training, appointment 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 details; for example, a legal requirement, or where it falls within a proportionate legitimate interest identified in this Privacy Notice. Generally, if the School still considers the processing of the personal data to be reasonably necessary, it is entitled to continue. All such request will be considered on their own merits.

## 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 (see section [Whose Rights?](#) below). A pupil of any age may ask a parent or other representative to make a subject access request on their behalf.

Indeed, while a person with parental responsibility will generally be expected 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. Requests not considered to be in the child’s best interests may sometimes be refused.

Pupils aged 13 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 at home. Slightly younger children may however be sufficiently mature to have a say in this decision, depending on the child and the circumstances.

## Parental requests etc.

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 in accordance with the Parent Contract. 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, court orders or pastoral issues.

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.

## 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 not be relying on consent but 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 (e.g. an employment or parent contract, or because a purchase of goods, services or membership of an organisation such as an alumni or parents’ association has been requested).

## Whose rights?

The rights under Data Protection Law 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 – for example, under the parent contract, or via a form. 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 more appropriate - given the nature of the processing in question, and the pupil's age and understanding - to seek the pupil's consent, either alongside or in place of parental 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, e.g. 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 User Policy and the School rules. Staff are under professional duties to do the same, as covered under the Code of Conduct.

## 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 Executive Assistant to the COO by email [Yollanda.hurman@sherborne.org](mailto:Yollanda.hurman@sherborne.org) of any 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, and of whom 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.

## Queries and Complaints

Any comments or queries on this policy should be directed to the School's Information Governance and Privacy Compliance Officer.

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/grievance procedure and should also notify the School's Information Governance

and Privacy Compliance Officer, Mrs Penny Baker, [Penny.Baker@sherborne.org](mailto:Penny.Baker@sherborne.org) or Sherborne School, Abbey Road, Sherborne, Dorset, DT9 3LF.

You can also make a referral to or lodge a complaint with 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.

## Appendix 1: Summary of Changes

- This is the first issue of this policy in the updated policy format.