

# Stephen Perse

Foundation

## Privacy Notice for Parents How we use your information

### Introduction

This privacy notice is intended to provide information about how the Stephen Perse Foundation (the "School") will use (or "process") Personal Data about individuals including: its current, past, prospective parents, carers or guardians and those parents, carers or guardians of the participants of the School's Enrichment Programme (referred to as "parents").

### Responsibility for Data Protection

The School's Chief Compliance Officer deals with all day to day requests and enquiries concerning the School's use of Personal Data (see section on Your Rights below).

### What is "personal information"?

Personal information is information that identifies you as an individual and relates to you. This includes your contact details, next of kin and financial information. We will also keep a record of our communications with you.

### Our legal bases for using your information

This section contains information about the legal bases that we are relying on when handling your information.

The two tables below contain a general description of the different legal bases but we have also used a colour code system so that you can see which bases we are relying on for each of the purposes described at paragraphs 1 to 37 below.

#### Legitimate interests ("L")

This means that the School is using your information when this is necessary for the School's legitimate interests except when your interests and fundamental rights override our legitimate interests.

Specifically, the School has a legitimate interest in:

- providing educational services to your child and to other children;
- safeguarding and promoting the welfare of your child, other children and our employees;
- promoting the objects and interests of the School. This includes fundraising and using photographs of you at our school events in promotional material. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid school fees are due;

- keeping the School buildings safe;
- using your information in connection with legal disputes. For example, if you or your child bring a claim against the School;
- protecting the School's reputation;
- facilitating the efficient operation of the School; and
- ensuring that all relevant legal obligations of the School are complied with (for example in relation to inspections).

In addition, your personal information may be processed for the legitimate interests of others. For example, another school will have a legitimate interest in knowing if you have not paid School fees that are due to us.

#### Necessary for contract ("CT")

We will need to use your information in order to perform our obligations under our contract with you and for you to perform your obligations as well. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

#### Legal obligation ("LC")

Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

#### Vital interests ("VI")

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

#### Performance of a task carried out in the public interest (or carrying out public tasks) ("PI")

The following are examples of when we use your information to perform tasks in the public interest:

- providing your child with an education;
- safeguarding and promoting your welfare, your child's welfare and the welfare of other children;
- facilitating the efficient operation of the School; and
- ensuring that we comply with all of our legal obligations.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

#### Substantial public interest ("SPI")

The School is also allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" in the table above.

#### Social protection and social security laws

Also the School may use your information to comply with social protection law (e.g. to look after your child) and social security laws. Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.

#### Vital interests ("VI")

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

#### Legal claims ("LC")

We are allowed to use your information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers.

### **How and why does the School collect and use personal information?**

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The letters highlighted in different colours below refer to the legal bases we are relying on. Please see the section above for an explanation.

1. We collect information during the admissions process, including for registering attendance at open events and tours, for the purposes of following up on expressions of interest, pupil selection and to confirm the identity of prospective pupils and their parents - **LI**, **CT**, **LO**, **PI**, **SP**.
2. Once your child becomes a pupil at the School, our primary reason for using your personal information is to provide educational services to your child.
3. We need contact details and information about your place of work so that we can contact you easily - **LI**, **CT**, **LO**, **PI**, **SP**.
4. We will have information about any family circumstances which might affect your child's welfare or happiness. This is to help us provide appropriate care and support to your child - **LI**, **CT**, **PI**, **SP**.
5. We will need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other pupils at the School - **LI**, **CT**, **PI**, **SP**.
6. We record details of visitors to our sites so that we can keep our pupils and visitors safe - **LI**, **CT**, **LO**, **PI**, **SP**.
7. We use CCTV to make sure the School site and personal belongings are safe. We also use CCTV so we can check who has entered or left the School sites if we need to. Images captured of you via CCTV will be your personal information. CCTV is not used in private areas such as toilets or changing rooms - **LI**, **CT**, **PI**, **SP**.
8. If there is a complaint or grievance made to the School which involves you then we will use your information in connection with that complaint or grievance - **LI**, **PI**, **SP**.
9. The School may share information about you with the local authority for the purpose of the preparation, implementation and / or review of your child's Statement of Special Educational Needs or Education Health and Care Plan - **LI**, **PI**, **LO**.
10. We may take photographs or videos of you at School events to use on social media and on the School website. This is to show prospective parents and pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School - **LI**.
11. We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletters - **LI**.

12. We will keep details of your address when your child leaves the School so we can send you information about the School news and events and ask you to speak at events, such as Speech Day or at our Careers and Guidance events, if you have told us that you are happy to do so. We may also pass your details onto the Development Office. Further information about the Stephen Perse alumni association, the Stephen Perse Guild, can be found [here](#) - **LI**.
13. We may use information about you if we need this for historical research purposes or for statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School - **LI**.
14. We may use your information when ensuring network and information security, for example, our anti-virus software might scan files containing information about you - **LI**.
15. We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School – **LI**.

#### Financial information

16. We will process financial information about you in relation to the payment of fees. In some cases we get information about you from third parties such as credit reference agencies or from your child's previous school(s) - **LI, CT**.
17. We will hold information about bankruptcy petitions and statutory demands, where relevant - **LI, CT**.
18. We may search the files of any licensed credit reference agency in order to verify your identity. This also allows us to assess your application for the award of a bursary or for credit in contemplation of an agreement for the deferment of fees. The credit reference agency will keep a record of that search and details about your application. This record will be seen by other organisations which make searches about you - **LI, CT**.
19. We may share your information with debt recovery agents if you do not pay any school fees owed to the School - **LI, CT**.
20. We may obtain information about you from publicly available sources, such as Companies House and Zoopla, to assess your ability to pay School fees or if you apply to us for financial assistance - **LI, CT**.
21. We use a third party organisation called Bursary Administration Limited (“BAL”) to assist us with our application process for [bursaries and financial assistance](#). If you apply for a bursary or financial assistance we will share information about you with BAL so that they can assess your application - **LI, CT**.
22. We use a cloud-based payment processing service, PT-X, to process and manage direct debit payments, for example to collect school fees - **LI, CT**.

Failure to supply information may result in a refusal of an award or credit.

#### Sharing personal information with third parties

23. In accordance with our legal obligations, we will share information with local authorities, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns or to comply with our legal obligations - **LI, LO, PI, SPI**.
24. On occasion, we may need to share your information with the police for the prevention and investigation of crime and the prosecution of offenders. We will only do this in specific circumstances to assist the police with their investigations - **LI, CT, LO, PI, SPI**.

25. We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School - LI, LO, PI, SPI.
26. In certain circumstances, we may also need to share information with our legal advisers for the purpose of obtaining legal advice - LI, LO, PI, SPI, LC.
27. Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly (e.g. our accountants). We will share your information with them if this is relevant to their work - LI, CI, PI, SPI.
28. If your child is not of British nationality we have to make sure that your child has the right to study in the UK. Sometimes the government will ask us to provide information as part of our reporting requirements. In addition to this we have a duty to provide information about you to UK Visas and Immigration to comply with our duties as a student sponsor - LI, CI, LO, PI, SPI.
29. The School is a charity which means that in exceptional circumstances we may need to share your information with the Charity Commission, for example, in the event of a serious incident - LI, LO, PI, SPI.
30. We may share information about you with our insurance company, for example, where there is a serious incident at the School - LI, SPI, LC.
31. If you have unpaid fees we may share information about this with other schools or educational establishments to which you intend to send your child - LI.
32. If your child leaves us to attend another school we may provide that school with information about you. For example, details of family circumstances if there have been any safeguarding incidents - LI, LO.
33. We may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations, or in connection with school fees - LI, PI, SPI.
34. We may need to share information if there is an emergency, for example, if you are hurt whilst on School premises - LI, VI.
35. If you have appointed an agent to act on your behalf, we may share information with them. For example, we may send letters to them so that they can pass these on to you - LI.
36. We may send you information about the School before you accept a place for your child. For example, we may send you a copy of the School prospectus - LI.
37. If your child has an Education and Health Care Plan (EHCP), we will share information with and obtain information from the local authority about you - LO, PI, SPI.
38. We may use your personal data for research in order to improve the School's understanding of its parents to help inform its fundraising strategy and target its communications more effectively - LI.

We sometimes use contractors to handle personal information on our behalf. The following are examples:

- a. IT consultants who might access information about you when checking the security of our IT network;
- b. we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School sites; and

- c. we work with travel companies and other organisations to organise school trips both within the UK and abroad.

We use third party technology providers to operate certain functions across the School such as our Management Information System (iSAMS), safeguarding reporting system (MyConcern), visitor management system (InVentry), online learning journal for Early Years education (Tapestry), events management, ParentMail and our sports website.

We obtain information about you from admissions forms, from your child's previous school and from communications with you personally. We may also get information from professionals such as doctors and from local authorities.

### **Criminal offence information**

We may only use information relating to criminal convictions and offences where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations or to exercise our rights.

Less commonly, we may use information relating to criminal convictions and offences where it is necessary in relation to legal claims, where it is necessary to protect our pupils and you are not capable of giving your consent, or where you have already made the information public.

### **More than one basis**

As you will see from this Notice, in some cases we will rely on more than one basis above for a particular use of your information – for example, we may rely on contract, legitimate interests and public interest bases when using information to provide your child with an education. In addition, the basis that we will rely on for a particular purpose may vary depending on the circumstances or we may move from one of the legal bases listed above to another as circumstances change. For example, as a safeguarding matter becomes more serious, we may start to rely on legal obligation to share personal information with the local authority in addition to the other legal bases which are noted for safeguarding purposes.

### **Consent**

We may ask for your consent to use your information in certain ways as an alternative to relying on any of the bases in the table above. For example, we may ask for your consent before taking or using some photographs and videos if the photograph or video is more intrusive and we cannot rely on legitimate interests. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please contact the Chief Compliance Officer if you would like to withdraw any consent given.

### **Sending information to other countries**

When the School sends Personal Data outside of the UK, we have to consider if the other country has the same level of protection for Personal Data as there is in the UK. Some countries are considered by the UK Government to have adequate rules and this includes all of the European Economic Area and some other countries, such as, New Zealand, Argentina and Japan.

In certain circumstances, we may send your information to countries which do not have the same level of protection for Personal Data as there is in the UK. For example, we may store your information on cloud computer storage based in the USA.

We can provide you with details about where we are sending your Personal Data, whether the country has an adequacy decision and if not the safeguards which we have in place outside of this Privacy Notice.

If you have any questions about the safeguards that are in place please contact the School's Chief Compliance Officer.

### **For how long do we keep your information?**

We keep your information for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

### **What decisions can you make about your information?**

Data protection legislation gives you a number of rights regarding your Personal Data:

- **Rectification:** if Personal Data is incorrect, you can ask us to correct it.
- **Access:** you can also ask what Personal Data we hold about you and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this Personal Data about you, where it came from and what types of people we have sent it to.
- **Deletion:** you can ask us to delete the Personal Data that we hold about you in certain circumstances. For example, where we no longer need the data.
- **Portability:** you can request the transfer of your Personal Data to you or to a third party in a format that can be read by computer. This applies where (a) the data has been provided by you; (b) the basis that we are relying on to process your information is consent or contract (please see "Our legal bases for using your information" above); and (c) the data is being processed by us on a computer.
- **Restriction:** our use of your Personal Data may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- **Object:** you may object to us using your Personal Data where:
  - a. we are using it for direct marketing purposes (e.g. to send you information about an even the School is holding); and
  - b. we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of you at a School event for historical reasons.

Any individual wishing to access, erase, restrict processing, obtain, object or amend their personal data, should put their request in writing to the Chief Compliance Officer.

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 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.

You should be aware that certain types of data are exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal professional privilege. The School is also not required to disclose any pupil examination scripts (though examiners' comments may fall to be disclosed), nor any confidential reference given by the School for the purposes of the education, training or employment of any individual.

### **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. You should notify the relevant School Office of any significant changes to important information, such as contact details, held about you.

You have the right to request that any out-of-date, irrelevant or inaccurate or information about you 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 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 concerning the 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, if necessary.

### **This Policy**

The School will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as reasonably practicable.

### **Queries and Complaints**

Any comments or queries regarding this Privacy Notice should be directed to the Chief Compliance Officer using the following contact details: The Chief Compliance Officer, The Stephen Perse Foundation, Union Road, Cambridge, CB2 1HF.

If you consider we have not complied with this Privacy Notice or acted otherwise than in accordance with Data Protection Law, you should notify the Chief Compliance Officer. You can also contact the Information Commissioner's Office (**ICO**) - [ico.org.uk](http://ico.org.uk) - although the ICO recommends that steps are taken to resolve the matter with us before involving them.

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