



Privacy Notice and Policy

This is a whole school policy which applies to all sections of the school, including Early Years, Out of School Care and Clubs.



Person responsible for this policy:

Head Master

Date of Policy Review:

Reviewed Feb 2020

Next Review Due:

Sept 2020



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").

This information is provided in accordance with the rights of individuals under Data Protection Law 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;
- the school's policy on taking, storing and using images of children;
- the school's CCTV policy;
- the school's retention of records policy;
- the school's safeguarding, pastoral, or health and safety policies, including as to how concerns or incidents are recorded; and
- the school's IT policies, including its Acceptable Use and Data Protection policies,

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, the school's data protection policy for staff, which also provides further information about how personal data about those individuals will be used.

RESPONSIBILITY FOR DATA PROTECTION

- **Dulwich Prep London** has appointed the Director of Operations as Privacy and Compliance Officer and a member of SLT as a Data Protection Officer.

Who 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

WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

In order to carry out its ordinary duties to staff, pupils and parents, the school may 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 may fall within that category of its (or 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 or spiritual development, career services, and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- 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 awarding bursaries where wealth screening takes place, to include such items as bank details, mortgage or asset wealth, shareholdings, other data pertaining to calculating the wealth of a family for the purpose of awarding a bursary.
- For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law (such as diversity or gender pay gap analysis and taxation records);
- 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' 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 policy on taking, storing and using images of children;
- For security purposes, including CCTV in accordance with the school's CCTV policy; 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 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 where it is in the individual's interests to do so: for example for medical advice, social services, insurance purposes or for organisers of school trips;
- 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 or pension plans;
- 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, 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 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;
- where appropriate, information about individuals' health, and contact details for their next of kin;
- references given or received by the school about pupils, and information provided by previous educational establishments and/or other professionals or organisations working with pupils; 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 may be supplied by third parties (for example another school, or other professionals or authorities working with that individual).

WHO HAS ACCESS TO PERSONAL DATA AND WHO THE SCHOOL SHARES IT WITH

Occasionally, the school will need to share personal information relating to its community with third parties, such as professional advisers (lawyers and accountants) or relevant authorities (HMRC, police or the local authority).

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). Particularly strict rules of access apply in the context of:



- 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
- pastoral or safeguarding files.

However, a certain amount of any Special Educational Needs (SEN) 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.

Staff, pupils 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 view 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 ordinary 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 data. See Appendix I for details on the data we store and for how long.

KEEPING IN TOUCH AND SUPPORTING THE SCHOOL

The school 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 may 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 any parent/staff association, old members/alumni association etc.;
- Contact parents and/or alumni by post and email in order to promote and raise funds for the school and, where appropriate, other worthy causes;
- 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 Bursar in writing. You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the school may need nonetheless 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

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 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 organisation, should put their request in writing to the Bursar.

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 data is 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.

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). Indeed, while a person with parental responsibility will generally be expected to make a subject access request on behalf of younger pupils, the information in question is always considered to be the child's at law. A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf, and moreover (if of sufficient age) their consent or authority may need to be sought by the parent. Pupils aged 13 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. Children younger than 13 may be sufficiently mature to have a say in this decision. All subject access requests from pupils will therefore be considered on a case by case basis.

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 (e.g. an employment or parent contract, or because a purchase of goods, services or membership of an organisation 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 consent to process personal data relating to pupils (if consent is required) unless, given the nature of the processing in question, and the pupil's age and understanding, it is more appropriate to rely on the pupil's 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, 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 relevant policies, e.g. E-Safety and ICT Acceptable Use Policy and the Behaviour and Sanctions policy.

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 Bursar of any 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 Act): please see above.

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 Bursar using the following contact details Dulwich Prep London, 42 Alleyn Park, London, SE21 7AA.

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 complaints / grievance procedure and should also notify the Bursar. The school 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 I – Personal Data at Dulwich Prep London

(What we store, why, and for how long)

About

This document aims to make it transparent to staff, parents, pupils and the school community what personal information we use, why we use it and for how long we keep that information on our systems.

Different functional areas of the school will process personal information for different reasons and in different ways. Below you will find a series of tables for each key functional area detailing how they use that data.

Pupils & Alumni

Admissions

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
register an interest in coming see the school or applying to the school. Keeping contract after initial enquiry	Child's name, date of birth, parent's name, address, phone number (home and mobile), email, child's current school	If unsuccessful – 25 Years, then secure disposal If successful added to Pupil file
collect contact details and show committed interest potentially join the school through the payment of the registration fee	Child's name, date of birth, parent's name, address, phone number (home, mobile and work), email, child's current school, parent occupation, links with school, parent and child religion	If unsuccessful - 25 Years, then secure disposal If successful added to Pupil file
have contact details for the parents. Knowing medical conditions/allergies for when the child visits the school for assessment and subsequently joins	Child's name, date of birth, parent's name, address, phone number (home, mobile and work), email, child's current school, parent occupation, links with school, parent and child religion, medical details, ethnicity (once offered a place)	If unsuccessful – 25 Years, then secure disposal If successful added to Pupil file
see how the child is performing at his current school	Most recent school report from current school. Reference information regarding pupil achievement, progress and behaviour	If unsuccessful - 1 Year, then secure disposal If successful added to Pupil file
have current details of child and know their background when they visit	Name of prospective pupil, date of birth, current school, language spoken at home, details of learning difficulties, details of medical/dietary/allergy issues, hobbies and	If unsuccessful - 1 Year, then secure disposal



school. Also have permission request a reference from their current school	interests of the prospective pupil. Request permission to contact current school to ask for a reference	If successful added to Pupil file
Parents agree the details in the Educational contract.. cross check the child's date of birth. gather ethnicity data for the Department of Education	Name, address, phone and email, birth certificate, ethnicity form	Added to Pupil File - DOB + 25 years, secure disposal
have all the information in one place in order to assess whether to offer the child a place at DPL	The registration form, the reference from current school, previous school report, papers from the assessment once completed. A photo of the child is taken at time of assessment and added to the front of the file	Added to Pupil File - DOB + 25 years, secure disposal

Accounts

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
obtain fees due from parents accurately and on time	For parents paying by direct debit: pupil name, class, and details of what billable activities the pupil participates in, parents' address, contact details and bank details For parents paying by cheque or other bank transfer: pupil name, class, and details of what billable activities the pupil participates in, parents' address and contact details	Although the Fee Administrator 'ends' the contract in WCBS Pass when the child leaves school, the bank details and address details remain in the system. The hard copy direct debit forms are kept for 6 years after the child leaves the school.
obtain fees due from parents of children attending AVP holiday activities accurately and on time	Children's names and DOB. Parents' address contact details and credit card details	Termination of contract (end of activities club) plus 6 years
provide a minibus service those parents wanting it for their children	Parents' address and contact details	Termination of the bus contract with the parent plus 6 years

School

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
monitor pupil absences	Register including medical information	Date of Absence + 2 Years
contact parents / carers in case of emergencies, background information on family life	Addresses, phone numbers, email addresses, ethnic group, religion, English as an Additional Language (EAL)	Added to Pupil file - DOB +25 Years - secure disposal
Teaching	Pupil names, DoB	Current + 1 Year
Caring for and teaching pupils	Day-to-Day pupil incidents	Added to Pupil file - DOB +25 Years - secure disposal
teaching and parent communication	Notes of Parent Meetings	Added to Pupil file - DOB +25 Years - secure disposal



teaching and parent communication	Parent consultation evening notes	Current + 1 Year Unless added to Pupil File
teaching and parent communication	School Reports and EYFSP data for Reception pupils	Current + 6 Years
teaching and for Southwark Education data compare between local authorities and nationally. Information for parents	EYFSP data and for Southwark DoBs & postcodes, SEN	Current + 6 Years
Teaching	Skills & Strategies and Pastoral Information	Added to Pupil file - DOB +25 Years - secure disposal
Continuity between EY and PP and teaching	Pre Prep transfer	Added to Pupil file - DOB +25 Years - secure disposal
Selection of new cohorts for Nursery and Reception Years at DPL,	Admissions - children to DPL,	If unsuccessful - 1 Year, then secure disposal If successful added to Pupil file
girls securing places at next school	Girls admissions to other schools,	Current + 6 Years
Tracking pupil progress in all areas of the EYFS	Target Tracker	Current + 6 Years
Tracking pupil progress in some areas of the curriculum	CEM standardised assessments	Current + 6 Years
Information from parents inform teachers for planning and caring for the pupils	Hello Interviews	Current + 1 Year Unless added to Pupil File
Tracking pupil progress in some areas of the curriculum	Internal assessments	Current Year + 6 Years
Pupils' work	Pupil work and record books	Current + 1 Year
Tracking pupils' work	Work samples	Current + 6 Year Secure Disposal
Tracking progress	Observation of pupils' work	Current + 6 Year Secure Disposal
Caring for pupils' health	Medical information, allergies, food preferences	Added to Pupil file - DOB +25 Years - secure disposal
Caring for pupils' health and informing parents	Accident forms and analysis of data	Added to Pupil file - DOB +25 Years - secure disposal
Caring for pupils	Rainbow Club Information	Current + 3 Years, unless incident happened then added to pupil file
Caring for pupils	Educational Visits risk assessments, with medical and SEND information	Date of Visit + 14 Years

IT

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
----------------------------	--	-----------------------------



Disaster recovery and business continuity	Staff and Pupil data inc. documents, pictures, videos etc	no policy in place
enable business communications between all parties identified	Staff and Pupil data inc. documents and pictures	one year after end of contract for staff. Pupils do not have email access after September 2018
enable parents who want coordinate on school runs get in touch with each other	Parents Name, Phone, Address, Pupils names and forms	no policy in place
For evidence of loss or damage to property	Video and image	one week for the School office footage and every 3 days for the staff car park

Medical

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
enable provision and administration of prescribed care of the pupil for a known diagnosis.	Name, date of birth, parent contact details, treatment of medical condition, parental consent to give prescribed asthma information.	Retain until pupil is 25 years, or 8 years after their death if sooner.
identify the individual who has had the medication	Name.	Annually.
record prescribed medication classed as Controlled Medication.	Name.	Annually.
enable staff identify those pupils with life threatening allergies	Name, photograph, allergy details	Annually.
enable staff identify those pupils with asthma	Name, photograph	Annually.
inform relevant staff	Pupil photograph, pupil health and welfare information.	
alert parent their child's health and welfare.	Pupil name, health and welfare information relevant to the parent	
inform relevant staff of up date health, welfare and dietary pupil information prior trip.	Pupil name, health and welfare and dietary information	Email copy erased annually

Safeguarding

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
safeguard children	Any incident of welfare concern in the legitimate interests of the pupil	All relevant safeguarding data will be forwarded onto future schools when the pupil leaves and erased from our records. Any concerns that are not fully safeguarding but have been recorded to fill a picture will be deleted upon pupil, departure from the school.



enable staff to meet children's additional needs in the classroom	register of additional needs, educational psychology assessments, clinical psychology, occupational therapy assessments, speech and language assessments, cognitive ability, addresses, DOB, medical details, family history, safeguarding, liaison with senior schools	Date of birth plus up to 35 years (allowing for special extensions to statutory limitation period)
teaching and parent communication	Notes of Parent Meetings	unknown
identify any barriers to learning	screenings	unknown

Trips

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
allow trip leader to complete bookings eg. Airline API. allow trip staff to contact parents during the trip.	Name, Address, DoB, Nationality, Passport Number, Expiry Date, Issuing Office, Dietary Requirements, Parental Contact Details.	Paper copies - shredded after the trip. (Variable timescale at the moment) Electronic copies - no system in place.
give trip staff information regarding pupil health in case of illness or accident whilst away or the need for previously prescribed medication be administered.	Name, Address, DoB, health details, Doctor's name and address.	Paper copies - shredded after the trip. (Variable timescale at the moment) Electronic copies - no system in place.
inform relevant staff of up date health, welfare and dietary pupil information prior trip.	Pupil name, health and welfare and dietary information	Paper copies - shredded after the trip. (Variable timescale at the moment) Electronic copies including email - no system in place.
inform relevant staff of up date health, welfare and dietary pupil information prior trip.	Pupil name, health and welfare and dietary information	Paper copies - shredded after the trip. (Variable timescale at the moment) Electronic copies including email - no system in place. Add to Educational Visits Policy?

Catering

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
ensure the health of the boys	names and food allergies	On the boy leaving the school



Alumni

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
encourage former pupils join DPOBA and be in touch with each other and the school and receive information about events organised for them.	Names, d.o.b, leaving year and tribe. Addresses and telephone numbers optional	To keep forever unless requested to be deleted by an Alumni member.

Parents

Admissions

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
register an interest in coming see the school or applying the school	Child's Name, date of birth, parent's name, address, phone number (home and work), email, child's current school	25 years from pupil's date of birth (or, if pupil not admitted, up to 7 years from that decision).
collect contact details and show committed interest potentially join the school through the payment of £100 registration fee	Child's Name, date of birth, parent's name, address, phone number (home, mobile and work), email, child's current school, parent occupation, links with school, parent and child religion	25 years from pupil's date of birth (or, if pupil not admitted, up to 7 years from that decision).
Having contact details for the parents. Knowing medical conditions/allergies for when the child visits the school for assessment and subsequently joins	Child's Name, date of birth, parent's name, address, phone number (home, mobile and work), email, child's current school, parent occupation, links with school, parent and child religion, medical details, ethnicity (once offered a place)	25 years from pupil's date of birth (or, if pupil not admitted, up to 7 years from that decision).
obtain fees due from parents accurately and on time	For parents paying by direct debit: pupil name, class, and details of what billable activities the pupil participates in, parents' address, contact details and bank details For parents paying by cheque or other bank transfer: pupil name, class, and details of what billable activities the pupil participates in, parents' address and contact details	Although the Fee Administrator 'ends' the contract in the school's finance system, when the child leaves school, the bank details and address details remain in the system. The hard copy direct debit forms are kept for 6 years after the child leaves the school.

Accounts



So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
obtain fees due from parents of children attending AVP holiday activities accurately and on time	Children's names and DOB. Parents' address contact details and credit card details	Termination of contract (end of activities club) plus 6 years
provide bursaries pupils in line with the school's objectives	Parents' address and contact details. Parents' income, NI number, rent/ mortgage expenditure and other significant outgoings.	Termination of contract (when pupil leaves) plus 6 years
provide a minibus service for those parents wanting it for their children	Parents' address and contact details	Termination of the bus contract with the parent plus 6 years
enable coaches collect payment on time and inform parents of any events that they may be invited to	Names, e-mail addresses and telephone numbers	Policy under review

EYFS, Pre-Prep, Lower, Middle & Upper Schools

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
contact parents / carers in case of emergencies, background information on family life	Addresses, phone numbers, email addresses, ethnic group, religion, English as an Additional Language (EAL)	25 years from pupil's date of birth
teaching and parent communication	Notes of Parent Meetings	25 years from pupil's date of birth unless safeguarding related
Caring for pupils	Educational Visits risk assessments, with medical and SEND information	End of term after which visit takes place

IT

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
enable parents who want to coordinate on school runs to get in touch with each other	Parents Name, Phone, Address, Pupils names and forms	Termination of contract (when pupil leaves) plus 6 years
For evidence of loss or damage to property	Video and image	one week for the School office footage and every 3 days for the staff car park

Safeguarding



So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
teach and for parent communication	Notes of Parent Meetings	If a referral has been made / social care have been involved or child has been subject of a multi-agency plan – indefinitely. If low level concerns, with no multi-agency act – we apply applicable school low-level concerns policy rationale (i.e. 25 years from date of birth).

Staff

Accounts

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
pay staff accurately and on time	Name, address, DOB, job title and grade, salary, bank account details, NI details	Termination of contract plus 6 years
make pension contributions in line with staff contracts and wishes	Name, address, DOB, job title and grade, pensionable salary and pension options	Current year plus 6 years
budget for future income and expenditure help ensure school meets its objectives	Staff names, grades and salaries Budgeted expenditure with different suppliers/ contractors	Current year plus 6 years
monitor expenditure and income date help ensure the school meets its objectives	Staff names, grades and salaries	Current year plus 6 years

Clubs

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
pay staff accurately and on time	Name, Address, PAYE, NI Number,	Termination of contract plus 6 years
ensure suitability for work and provide correct source of staff contact details	Name, Address, DBS check, Criminal Records, Qualifications (as per full-time staff)	Termination of contract plus 6 years
collect fees owing to the school for facility hire/use	Name, Address	Termination of contract plus 6 years

HR



So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
ensure suitable recruitment & because it is required for KCSIE	Application Form (or CV for Gaps), Safeguarding Induction Form , References, Identification Documents (e.g. confirmation of address / passport), Interview notes, Application Form, References, Enhanced DBS & Children's Barred List check, Overseas Police Check where appropriate, Qualifications, Passport, Interview Notes, Medical Form, Disqualification from Childcare form	1 year for unsuccessful applicants and 7 years after leaving employment for successful applicants (following ISBA guidance)
ensure clarity of employment terms	Offer Letter, Contract of Employment, Job Description	7 years after leaving employment
monitor absences to ensure correct pay, performance management, appraisal process and future employment references	Absence Forms received (as paper form or as email to be printed off), Unpaid absence emailed to Payroll monthly	7 years after leaving employment
clarify entitlement and correct pay	Maternity information	7 years after leaving employment
meet its regulatory requirements	Name, address, date of birth input	Permanent record
provide staff contact details & set up school email account	Name, address, date of birth input	Staff are no longer 'current' after leaving, but records remain in place
aid and record communication between payroll, HR and Bursary	Salary related information	7 years after leaving employment
support staff with effective and fair performance management	Performance appraisal documentation	7 years after leaving employment
support staff with effective and fair performance management	Details of investigations, outcomes from disciplinary / grievance process	Remain on permanent file. But the outcome is no longer 'relevant' after a specified timeframe (usually one or two years)
assist other schools and/or companies in their recruitment decisions	Information (e.g. salary, days absent, evaluation of performance) about staff, either current or previous employees.	7 years after leaving employment

IT

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
ensure business continuity and rapid and efficient disaster recovery	Backups of staff and pupil data inc. documents, pictures, videos stored through ISAMS, staff drive and email	Policy under review



enable business communications between all parties identified	email address and personal information stored in documents and media sent via email.	one year after end of contract for staff. Pupils do not have email access after September 2018
keep the site secure by allowing or deny entry to parts of the school	names	Policy under review
give evidence of damage or loss of property to law enforcement or insurance	CCTV Images from cameras monitoring the car parks and the area by the stairs outside School Office	3 days for the staff car park and one week for the reception area and School office

Medical

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
inform school community of qualified first aiders	Name, Phone Number	Deletion after leaving employment
keep accurate medical records to ensure the health of staff	Name of staff is entered into the MB on against appropriate medication	Deleted annually

Safeguarding

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
protect the interests of the staff member	Any incident of Welfare concern	Permanent record

Trips

So that the school can ...	We keep the following personal data of yours ...	And our retention policy is
help trip leader to complete bookings eg. Airline API. help trip leader to contact next of kin during the trip.	Name, Address, DoB, Nationality, Passport Number, Expiry Date, Issuing Office, Dietary Requirements, Parental Contact Details.	Paper copies are shredded and digital copies are deleted after the trip. This is done by the beginning of the term after which the trip took place.



<p>help trip leader to complete bookings eg. Airline API. help trip leader to contact next of kin during the trip.</p>	<p>Name, Address, DoB, health details, Doctor's name and address.</p>	<p>Paper copies are shredded and digital copies are deleted after the trip. This is done by the beginning of the term after which the trip took place.</p>
--	---	--