

Data Protection Policy – Pupils & Parents

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POLICY STATEMENT

Burgess Hill Girls is committed to protecting the privacy and personal data of all pupils, parents, and carers. We recognise that the lawful and transparent processing of personal information is essential to maintaining trust, fulfilling our educational and safeguarding responsibilities, and complying with data protection legislation.

We handle all personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The School acts as the data controller for the personal data it holds and processes, and is responsible for ensuring that such information is collected, used, stored, and shared securely and fairly.

We will:

- Collect only the personal information that is necessary for legitimate educational, pastoral, and administrative purposes.
- Process personal data lawfully, fairly, and transparently.
- Keep personal data accurate, relevant, and up to date.
- Retain personal data only for as long as it is required for legal, regulatory, or operational purposes.
- Protect personal data through appropriate technical and organisational security measures.
- Ensure that staff understand and comply with their responsibilities through training and oversight.

All members of the School community have a responsibility to uphold this Policy and to report any data protection concerns promptly.

Introduction

The School is the data controller of the personal data that it holds about you and it is processed by us strictly in accordance with the Data Protection Act 2018 (DPA 2018), which works alongside the UK General Data Protection Regulation (UK GDPR)

This Policy applies to all those whose personal data we hold including pupils, parents and carers but excluding our workforce.

What information do we collect?

In order to carry out our functions, the School collects and records personal data from various sources, including by obtaining information from you. Some of the information we collect is special category data and processed under the relevant conditions set out in the Data Protection Act 2018.

This may include:

- Name, address, date of birth, postal address, email address and telephone contact numbers
- Next of kin details

- Racial and ethnic origin
 - Religious beliefs or other similar beliefs
 - Physical health or condition and relevant medical information
 - Details of any special educational needs
- Depending on the circumstances, we may also process:
- Examination/assessment results
 - Attendance records
 - Other relevant reports and evaluations
 - Data collected indirectly from monitoring devices (including but not limited to door access control mechanisms, closed circuit television and other security systems, telephone, email and internet access logs and recordings).

What Do We Use Your Personal Data For?

We process personal data about pupils, parents, and carers to support the School's educational, pastoral, administrative, and legal functions. Processing is carried out in accordance with the UK GDPR and Data Protection Act 2018 under the following lawful bases:

- Public task: To deliver education, monitor and report on progress, manage admissions and attendance, support teaching and learning, and evaluate school performance.
- Legal obligation: To meet our statutory duties under education, safeguarding, health and safety, and equality laws, and to provide required data to public authorities such as the Department for Education or safeguarding agencies.
- Vital interests: To protect the health and welfare of pupils, particularly in emergencies or where medical information is needed.
- Legitimate interests: To operate and secure our IT systems, manage communications and events, and improve our services while maintaining appropriate safeguards.
- Consent: For optional activities such as marketing communications or publishing photographs or videos of pupils. Consent may be withdrawn at any time.

We only process the minimum data necessary for each purpose.

Who do we Share your Personal Data With?

We will not share your personal data with anyone outside the School unless the law requires or allows us to do so or as deemed necessary by us for the exercise of our functions. For example, the law requires us to share certain information about you with the Department of Education. In addition, we may also contract with external service providers such as IT specialists, to help us carry out our functions. Any such arrangement is carried out strictly in accordance with the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, only when necessary and under a written agreement ensuring compliance with UK GDPR. Third parties (IT providers or cloud systems) are required to act only on the School's instructions.

How do we Protect and Handle your Personal Data?

The law requires the School to take appropriate technical and organisational security measures to protect personal data and to prevent any unauthorised or unlawful processing or its loss, damage or destruction. In accordance with this legal obligation we have implemented technical steps to protect personal data held both manually and electronically and regularly review these measures to ensure that they are adequate. Organisational steps to protect personal data include but are not limited to, regular staff training in data protection.

Apart from keeping your personal data secure we also take steps to ensure that it is kept accurate and up to date, is adequate, relevant and not excessive in relation to the purpose/s for which the data is being processed. We endeavour to ensure that information is not kept for longer than necessary and is deleted as soon as reasonably practicable. However, the School may retain some personal data, so that we can comply with regulatory or legal obligations and for legitimate organisational reasons.

Your Rights Over Your Personal Data

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, pupils and parents have several rights in relation to their personal data held by the School.

Right of Access (Subject Access Request SAR)

You have the right to request a copy of the personal data we hold about you, along with information about how and why it is used. Where a pupil is unable to make this request themselves or gives permission, a parent may do so on their behalf if the School considers it to be in the child's best interests. We will respond to valid requests within one month and there is no fee, unless a request is manifestly unfounded or excessive. We may ask for proof of identity before releasing any data.

Other Rights

In certain circumstances, individuals also have the right to:

- Rectification – ask us to correct inaccurate or incomplete personal data.
- Erasure – request deletion of data where it is no longer needed or processed unlawfully.
- Restriction – ask us to limit how we use your data.
- Portability – receive your data in commonly used format or request we transfer to another controller.
- Objection – object to processing based on legitimate interests, or to direct marketing.
- Withdraw consent – where we rely on consent (e.g. use of photographs), you may withdraw it at any time.

These rights are not absolute and may be subject to legal or safeguarding exceptions.

How to Exercise Your Rights

If you wish to make a request or raise a concern, please contact:

The Director of Finance and Operations (Data Protection Lead)
Burgess Hill Girls, Keymer Road, Burgess Hill, RH15 0EG
dpo@burgesshill-school.com

If you are not satisfied with how your request is handled, you may also contact the Information Commissioner's Office (ICO) at www.ico.org.uk.

Transferring your information Overseas

Where personal data is transferred outside the UK, we ensure that appropriate safeguards (such as adequacy decisions or approved contractual clauses) are in place to protect your information

Photographs, Video and Social Networking

Where parents and others attend School performances and sporting events etc. the School will generally permit reasonable photography and recording for personal use only, with no online sharing. However, we do not permit the publishing of any photograph or recording of children other than your own. This includes publishing on social networking sites. Our Policy reflects our legal obligation to protect the privacy and, in some cases, personal safety of all of our pupils

Your Obligations

In order for us to ensure that our records are accurate and adequate we need to ensure that they are kept up to date. You are required to inform us of any changes to the personal data that we hold so that we can amend our records accordingly. For example, please notify us immediately of any change of address or other contact details or any specific medical or health information.

Appendix: Lawful Bases for Processing Personal Data

Purpose of Processing	Examples of Personal Data	Lawful Basis (UK GDPR Article 6)	Notes / Additional Basis (if applicable)
Delivering education and monitoring progress	Name, contact details, assessment results, attendance, reports	Public Task – processing necessary to perform our functions as an educational institution	
Safeguarding and promoting welfare	Health, medical, pastoral, and safeguarding records	Legal Obligation – required under safeguarding laws (e.g., KCSIE, Children Act 1989) Vital Interests – to protect pupils in emergencies	Special category data processed under DPA 2018, Sch. 1, Pt. 2 (safeguarding condition)
Managing admissions, attendance, and behaviour	Application forms, references, disciplinary records	Public Task	
Communicating with parents and carers	Contact details, correspondence records	Public Task or Legitimate	

		Interests (routine updates, event organisation)	
Administering fees and financial records	Billing information, bank details, bursary applications	Contract (where applicable) Legal Obligation (financial compliance)	
Meeting regulatory and inspection requirements	Pupil data shared with DfE, ISI, local authority	Legal Obligation	
Maintaining site and IT security	CCTV footage, access logs, IT user activity	Legitimate Interests – to ensure safety, security, and network integrity	
Marketing and use of photographs/videos	Images, contact details	Consent – freely given and may be withdrawn at any time	Consent records retained and reviewed periodically
Alumni relations and fundraising	Contact details, education history	Legitimate Interests	Opt-out option always available