



WALTHAMSTOW HALL  
SEVENOAKS

## **Data Protection Privacy Notice for Parents of Early Years Pupils at Walthamstow Hall**

### **INTRODUCTION**

For the purposes of the Data Protection Act 2018 (DPA18) the UK General Data Protection Regulations (UK GDPR) Walthamstow Hall ("the School") Holly Bush Lane, Sevenoaks (03245514) is the "Data Controller" of personal data about employees, volunteers, Governors, pupils and their parents and/or guardians ("your personal data"). The Charity's object is to advance education by the provision of a preparatory and secondary day school for girls with a preference for the daughters of Protestant Christian Missionaries with facilities for boys to be admitted to the sixth form and early years foundations stage.

UK GDPR and DPA18 include rules on giving privacy information to those whose data is held by an organisation (data subjects). These place an emphasis on making privacy notices understandable and accessible. Data Controllers are expected to take 'appropriate measures' to ensure that this is the case.

The School interprets this as using very clear language to outline each of the responsibilities to staff.

Information provided to data subjects about how the School processes their personal data must be:

- Concise, transparent, intelligible and easily accessible;
- Written in clear and plain language, particularly if addressed to a child; and
- Free of charge.

These requirements are about ensuring that privacy information is clear and understandable for data subjects. This policy includes how the School deals with its overall privacy responsibilities.

### **RESPONSIBILITY FOR DATA PROTECTION**

- The School has appointed Mr Andrew Horner (the Bursar) as the Data Protection and Compliance Officer (DPCO) 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.

- He can be contacted on 01732 454227 or by email at [bursar@walthamstow-hall.co.uk](mailto:bursar@walthamstow-hall.co.uk)

## GLOSSARY OF KEY TERMS

**"Data Controller"** means an organisation processing personal data, in this case the School.

**"Data Handler"** a member of staff responsible for handling personal data.

**"Data Processor"** is responsible for processing personal data on behalf of the School (Data Controller). This can be a member of staff (ie a Data Handler) or a third party.

**"Data Subjects"** means any living individuals whose data the Data Controller processes.

**"Parent"** is used in this Privacy Notice to include biological parents, guardians and carers responsible for a Data Subject.

**"Personal Data"** includes everything from which a Data Subject can be identified. It ranges from simple contact details via personnel or pupil files to safeguarding information, and encompasses opinions, file notes or minutes, a record of anyone's intentions towards that person, and communications (such as emails) with or about them. Some categories of Personal Data are **"special category data"**. These comprise data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health, sex life or sexual orientation and biometric data. Extra safeguards are provided by law for processing of such data.

**"Processing"** means any action in relation to that personal data, including filing and communication.

**"Staff"** includes all employees, volunteers, governors and service providers.

## WHY A PRIVACY POLICY?

One of the core tenets of the Regulations is "transparency", meaning an emphasis on how data controllers tell data subjects how they use their personal data, in clear language.

This makes the role of a Privacy Notice even more critical. UK GDPR and DPA18 have particular requirements in terms of what must be included. Three requirements particularly relevant are:

- Privacy Notices intended for children need to be in age-appropriate language;
- There are new data subject rights that need to be notified to individuals; and
- Where relying on "legitimate interests" as a basis for processing, these must be individually listed as part of the Privacy Notice (See also the appropriate Annex).

## WHAT THIS POLICY IS FOR

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

This information is provided because Data Protection Law gives individuals rights to understand how their data is used. Parents are all encouraged to read this Policy and understand the School's obligations to you.

This Policy 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 Policy also applies in addition to the School's other relevant terms and conditions and policies, including:

- Any contract between the School and 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, and health and safety policies, including as to how concerns or incidents are recorded; and
- The School's IT policies, including Acceptable Use Policy, eSafety Policy and Bring Your Own Device policy.

## **TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL**

This will include by way of example:

- Personal information (such as name, date of birth, gender, home address and postcode, e-mail addresses and other contact details)
- Bank details and other financial information, e.g. About parents who pay fees to the school and financial eligibility information (such as 30 hours codes);
- Parents' Information (such as name, date of birth, National Insurance number);
- Where appropriate, information about individuals' health and welfare, and contact details for their next of kin;
- Images or video 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, Using and Storing Images and Video of Children);
- Special category characteristics (such as special educational needs (SEN) information, ethnicity, relevant medical information); and
- Attendance information (such as sessions attended, number of absences and absence reasons).

## **WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA**

In order to carry out its ordinary duties to Early Years' pupils and parents, the School needs to process a range of personal data about individuals 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 parents of its pupils or others who use the School's facilities.

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.

We use your information to:

- Check and calculate free entitlement;
- Provide appropriate pastoral care and support services to children;
- Provide funding;
- Provide advice, support and guidance to the setting;
- Enable financial and policy compliance checks of the setting;
- Assess and improve the quality of our services;
- Comply with the law regarding data sharing;
- To safeguard pupils' welfare and provide appropriate pastoral care;
- To make use of photographic images or video of pupils (and staff) 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 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);
- For security purposes, including CCTV in accordance with the School's CCTV Policy; and
- To give and receive information and references about past, current and prospective pupils.

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;
- As part of any School or external complaints, disciplinary or investigation process that involves such data, for example if there are SEN, 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.
- Processing of special category personal health data when is deemed necessary for the purposes of health and safety legal obligations such as temperature monitoring or recording of COVID-19 testing.

## **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 (paper or online), 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.

## **DATA HANDLING**

The School deals with five main streams of data. These are:

- Pupils
- Parents
- Governors
- Alumnae
- Employees

Each has its own sensitivities, methods of processing, retention period, disposal method and timescale. There are distinct roles for which staff need to be identified and in which they need to be trained. These are the Data Handlers (DH) and the Data Protection and Compliance Officer. The DHs are as follows:

- Joining, Progress and Departure data – The Registrar and School Secretary.
- Marketing and Communications – Director of Marketing and Alumnae and Marketing Assistants.
- Medical data – Medical Staff (The Sisters).
- Development office / Alumnae information – Director of Marketing and Alumnae and The Registrar.
- Education – Each class, form and specialist teacher.
- Pastoral Information – All form teachers, Heads of Departments and Deputy Head.
- Incidents and Accidents – Medical staff, form teachers, sports staff and the Bursar.
- Safeguarding – The Headmistress (the DSL), Mrs Nicky Armitage and Mrs Gill Palmer (Holiday Care)(DDSLs) or as dictated by the circumstances.

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

Different data sets need to be seen by different members of the School staff. There should be a discipline between the data holders which does not allow the sharing of pupil information unless

there is a need to know by another member of staff within the School. This policy will assist in reducing or preventing internal data breaches where information is shared inadvertently. 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 School activities use systems which are outsourced (including, accounting, cloud storage / records management, mailing). 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 will need to share personal information relating to its community with third parties, such as:

- Department for Education (DfE) (statutory for early years funding and policy monitoring);
- Kent County Council Management Information & Finance (to provide funding);
- Other local authorities, or other early years settings, to resolve duplicate claims and funding queries;
- Kent County Council teams working to improve outcomes for children and young people;
- Commissioned providers of local authority services (such as education services);
- Local multi-agency forums which provide SEND advice, support and guidance (such as EY Local Inclusion Forum Team (EY LIFT));
- Schools that you attend after leaving us;
- Partner organisations signed up to the Kent & Medway Information Sharing Agreement, where necessary, which may include Police, school nurses, doctors and mental health workers and Kent Community Health NHS Foundation Trust;
- Contracted providers of services (such as external photographers and catering providers) where consent has been given;
- Professional advisers (e.g. lawyers, insurers and accountants);
- Government authorities (e.g. HMRC); and
- Appropriate regulatory bodies e.g. the [Independent Schools Inspectorate](#), the [Charity Commission](#) or [the Information Commissioner](#).

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 appropriate medical staff or otherwise in accordance with express consent; and
- Pastoral or safeguarding files.

However, a certain amount of any pupil's medical records or any special education needs (SEN) 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. This for example may include sharing widely with School staff information on allergies or for School trips in order to safeguard relevant pupils. Staff, pupils and parents are reminded that the School is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education (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, and in some cases referrals to relevant authorities such as the LADO or police. KCSIE also requires that, whenever a pupil leaves the School to join another school or college, their child protection file is promptly provided to the new organisation. The School will retain a copy in accordance with its retention policy for material related to safeguarding matters. 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 pupil and staff 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 (including IICSA).

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 Data Protection and 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 a request. 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").

Please see also the School's Records, Retention and Storage Policy.

## **The National Pupil Database (NPD)**

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the School census and Early Years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics; and
- providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data .

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

## **KEEPING IN TOUCH AND SUPPORTING THE SCHOOL**

The School will use the contact details of parents to keep them updated about the activities of the School or 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 with organisations set up to help establish and maintain relationships with the School community, such as the Friends and Parents of Walthamstow Hall (F&PWH);
- Contact parents by post and email in order to promote and raise funds for the School;
- Collect information from publicly available sources about parents' 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 Data Protection and 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 access and understand personal data about them held by the School, and in some cases ask for it to be erased or amended or have it transferred to others, 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, or who has some other objection to how their personal data is used, should put their request in writing to the Data Protection and 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 for information is manifestly excessive or similar to previous requests, the School may ask you to reconsider, or require a proportionate fee (but only where Data Protection Law allows it).

- Requests that cannot be fulfilled

You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access. This will include information which identifies other individuals (and parents need to be aware this may include their own daughter, 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).

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 data: for example, a legal requirement, or where it falls within a legitimate interest. All such requests will be considered on their own merits.

- 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 will have a legitimate interest or expectation in receiving certain information about their children.

Parents will in general receive educational and pastoral updates about their children, in accordance with the Guide for New Parents. 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.

- 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). Examples where we do rely on consent are: e.g. certain types of uses of images, certain types of fundraising activity. 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 Policy, or may otherwise exist under some form of contract or agreement with the individual (e.g. a parent contract, or because a purchase of goods, services or membership of an organisation such as the alumnae 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 should be aware that this is not necessarily the same as the School relying on strict consent (see section on Consent above).

## 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 notify the School Office or Bursar's Office of any significant 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, 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 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.

## 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 is reasonably practicable.

## QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the Data Protection and Compliance Officer using the following contact details [Bursar@walthamstow-hall.co.uk](mailto:Bursar@walthamstow-hall.co.uk) or 01732454227 or by writing to Mr Andrew Horner, Walthamstow Hall, Holly Bush Lane, Sevenoaks, TN13 3UL.

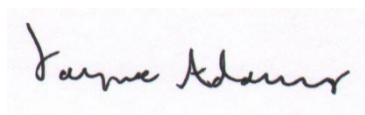
If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the School's complaints / grievance procedure and should also notify the Headmistress. You can also make a referral to or lodge a complaint with 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.

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

Revised: June 2023

Date of next review: June 2024

Signed:



Mrs J Adams  
Chairman of Governors

Date: 30 June 2023

**Privacy Notice Walthamstow Hall – Parents of children in the Early Years or applying to join the School**

This annex should be read in conjunction with the covering policy.

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

Data will be processed for the purposes of responding to requests for information about joining the School and the School will therefore have a “legitimate interest” for processing basic personal data and sensitive personal data. The data the School holds will be the minimum it requires to form and maintain the contract between you and the School.

The School will share your data with a range of companies who have contracts with the School and who have equalled the School’s precautions and systems for dealing with data, these include:

- School Photographer
- Insurance provider (Marsh Ltd)
- IT Contractors (Host My Office)
- IT software/’App’ providers (OASIS, iSAMs, Firefly, MySchoolPortal, Durham University for Evaluation and Monitoring, Tojo, GoAnimate, Tapestry Wonde/Atom Learning, Famly and GL Assessment)

It is not necessary for data to be shared with other countries.

The retention period for pupil data will be until the pupil reaches the age of 25, and / or be modified by any other legal obligation the School finds itself under.

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

You can complain at any time about how the school has handled your data, the Information Commissioner is available as follows:

The ICO helpline is 0303 123 1113. A template letter, should you need it, is at Appendix I.

We will obtain the data the School requires from you, should we need data from other sources we will contact you within a month.

The ICO states: Where data is not obtained directly, the source from which it was obtained and whether or not it is a publicly available source. For data obtained indirectly, the privacy notice should be provided within one month (referred to as a reasonable period of time), when the first communication takes place with an individual, or if disclosure is envisaged to another recipient, at the latest, before the information is disclosed.

We see the provision of personal data as necessary to properly admit your child to the School and to administer, and for the School to fulfil its obligations under the contract once your child is a pupil here.

There is no automated decision making or profiling involved in this data stream into and through the School.

## **Data Streams and Your Daughter – an outline**

When dealing with your daughters, the School has to deal with two broad sets of data. The first is generated by the child joining, progressing through, and departing from, the School and is provided on the whole by you / your child. The second set is generated by the interaction between your daughter and the School; this will cover education, pastoral information and any incidents or accidents the child is involved in. This is data processed by Data Handlers:

- Education: termly and annual reports will be generated. Distribution of this data will change with the age of your daughter as they progress through the School.
- Pastoral information: reports and contact with your daughter or you will be raised from time to time.
- Accident or Near Miss form or, for something more serious, a Health and Safety (RIDDOR) report.

Most, but not all, of that information will be straightforward to deal with as second category data, however, there will be instances where *special category or sensitive personal data* (such as that concerning health, medical conditions, family circumstances or some other factor) has to be processed.

Both categories can be processed as the School, with a contract in place between the School and you, has a “legitimate interest” to process data. It will be necessary to get separate consents for particular activities that the pupil and School undertakes. These will include, but will not be limited to:

- taking, using, storage and disposal of images;
- allergies and health issues;
- School trips and events; and
- minibus use.

**Data Protection Complaint Letter Template**

[Your full address]

[Phone number]

[The date]

Walthamstow Hall  
Holly Bush Lane  
Sevenoaks  
TN13 3UL

[Reference number (if provided within the initial response)]

Dear Mr Horner / name of the person you have been in contact with]

**Information rights concern**

[Your full name and address and any other details such as account number to help identify you]

I am concerned that you have not handled my personal information properly.

[Give details of your concern, explaining clearly and simply what has happened and, where appropriate, the effect it has had on you.]

I understand that before reporting my concern to the Information Commissioner's Office (ICO) I should give you the chance to deal with it.

If, when I receive your response, I would still like to report my concern to the ICO, I will give them a copy of it to consider.

You can find guidance on your obligations under information rights legislation on the ICO's website ([www.ico.org.uk](http://www.ico.org.uk)) as well as information on their regulatory powers and the action they can take.

Please send a full response within 28 calendar days. If you cannot respond within that timescale, please tell me when you will be able to respond.

If there is anything you would like to discuss, please contact me on the following number [telephone number].

Yours faithfully  
[Signature]