

## PUPIL & PARENT DATA PROTECTION POLICY

### General Statement of the Duties of the CLFS, CLS and CLSG

1. The City of London Corporation ('the City') is the data controller for the City of London Freeman's School ('the CLFS'), the City of London School ('the CLS'), the City of London School for Girls ('the CLSG') and the Guildhall Young Artists Division ('Junior Guildhall & Centre for Young Musicians') of the Guildhall School of Music & Drama. This Policy applies to personal information held and processed by the CLFS, the CLS, CLSG and Junior Guildhall & Centre for Young Musicians, and may collectively refer to them as 'the School/s' in light of their common obligations under this Policy. References to the 'Bursar' in this Policy should, in respect of the CLS, be read as reference to the Head of IT & Computing, and, in the case of Junior Guildhall, the Head of Junior Guildhall.
2. The City, and the Schools, are required to process personal data regarding pupils, their parents and guardians as part of their operation, and shall take all reasonable steps to do so in accordance with this Policy and the Data Protection Act 1998 ('the DPA'). The City aims to have transparent systems for holding and processing written personal data. Any reference to personal data in this Policy includes reference to sensitive personal data. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data.
3. Any individual is entitled to request access to information relating to their personal data held by the schools. In this Policy any reference to pupils includes current, past or prospective pupils.

### The Data Protection Act 1998

4. The City, and therefore each of the Schools, has the responsibility to comply with the DPA.
5. The DPA applies to information relating to both "personal" and "sensitive personal" data.
6. **Personal Data** is defined in the DPA as information relating to and identifying a living individual ("data subject"). The Schools may process a wide range of personal data of pupils, their parents or guardians, as part of their operation. To qualify as personal data, the data must be biographical in a significant sense, having the data subject as its focus and affecting the data subject's privacy. Personal data includes facts, any expression of opinion about an individual and any indication of the intentions of anyone in respect of that individual. Examples of personal data are: names and addresses; bank details; academic, disciplinary, admissions and attendance records; references; and examination scripts and marks.
7. **Sensitive Personal Data** is a sub-category of personal data and is defined in the DPA as information in respect of racial or ethnic origin, political opinions, religious beliefs or

"other beliefs of a similar nature", membership of a trade union, physical or mental health, sexual life, criminal convictions and alleged offences.

8. In order to comply with the DPA the Schools must comply with the eight Data Protection Principles which state that personal data must be:
  - (a) processed fairly and lawfully;
  - (b) obtained only for one or more specified and lawful purposes;
  - (c) adequate, relevant and not excessive;
  - (d) accurate;
  - (e) not kept longer than is necessary;
  - (f) processed in accordance with the individual's rights under the DPA;
  - (g) kept secure; and
  - (h) not transferred to countries outside the European Economic Area unless there is adequate protection to the individual in relation to processing.
  
9. **Processing** includes obtaining, holding, recording, adding, deleting, augmenting, disclosing, destroying, printing or otherwise using data.

#### **Processing of Personal Data**

10. Consent may be required for the processing of personal data unless the processing is necessary for the Schools to undertake their obligations to pupils and their parents or guardians. Personal data, unless otherwise exempt from restrictions on processing under the DPA, will only be disclosed to third parties under the terms of this Policy or otherwise with the consent of the appropriate individual.
  
11. The rights in relation to personal data set out under the DPA are those of the individual to whom the data relates. The Schools will, in most cases, rely on parental or guardian consent to process data relating to pupils unless, given the nature of the processing in question, and the pupil's age and understanding, it is unreasonable in all the circumstances to rely on the parent or guardian's consent. Parents should be aware that in such situations they may not be consulted.

#### **Exemptions which Allow Disclosure of Personal Data to Third Parties**

12. There are a number of exemptions in the DPA which allow disclosure of personal data to third parties, and the processing of personal data by the School and its employees, which would otherwise be prohibited under the DPA. The majority of these exemptions only allow disclosure and processing of personal data where specific conditions are met, namely:
  - (a) the data subjects have given their consent (with regard to sensitive personal data, this may require explicit, written consent, depending on the circumstances);
  - (b) for the prevention or detection of crime;
  - (c) for the assessment of any tax or duty;
  - (d) where it is necessary to exercise a right or obligation conferred or imposed by law upon the City or the Schools (other than an obligation imposed by contract);

- (e) for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings);
- (f) for the purpose of obtaining legal advice; and
- (g) for research, historical and statistical purposes (so long as this neither supports decisions in relation to individuals, nor causes substantial damage or distress).

### **Use of Personal Information by the Schools**

13. It is required under the DPA that the personal data held about pupils must only be used for specific purposes allowed by law. The School holds personal data on pupils. The personal data includes contact details, assessment/examination results, attendance information, characteristics such as ethnic group, special educational needs, any relevant medical information, and photographs.
14. The data is used in order to support the education of the pupils, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing, together with any other uses normally associated with this provision in an independent school environment.
15. The School may make use of limited personal data (such as contact details) relating to pupils, their parents or guardians for fundraising, marketing or promotional purposes and to maintain relationships with pupils of the School.
16. In particular, the School may:
  - (a) transfer information to any association, society or club set up for the purpose of maintaining contact with pupils or for fundraising, marketing or promotional purposes relating to the School;
  - (b) make use of photographs of pupils in School publications and on the School website;
  - (c) disclose photographs and names of pupils to the media (or allow the media to take photographs of pupils) for promotional and congratulatory purposes where a pupil may be identified by name when the photograph is published e.g. where a pupil has won an award or has otherwise excelled;
  - (d) make personal data, including sensitive personal data, available to staff for planning curricular or extra curricular activities;
  - (e) keep the pupil's previous school informed of his/her academic progress and achievements e.g. sending a copy of the school reports for the pupil's first year at the school to his/her previous school.
17. Photographs with names identifying pupils will not be published on the School website without the express permission of the appropriate individual.
18. Any wish to limit or object to any use of personal data should be notified to the Bursar of the relevant School in writing, which notice will be acknowledged by the School in writing. Parents who do not want their child's photograph or image to appear in any of the School's promotional material, or be otherwise published, must also make sure their child knows this.

19. Pupils, parents and guardians should be aware that where photographs or other image recordings are taken by family members or friends for personal use the DPA will not apply e.g. where a parent takes a photograph of their child and some friends taking part in the School sports day.

### **Disclosure of Personal Data to Third Parties**

20. The School may receive requests from third parties (i.e. those other than the data subject, the School, and employees of the School) to disclose personal data it holds about pupils, their parents or guardians. This information will not generally be disclosed unless one of the specific exemptions under the DPA which allows disclosure applies (see paragraph 12); or where necessary for the legitimate interests of the individual concerned or the School.
21. The following are the most usual reasons that the School may have for passing personal data to third parties:
  - (a) to give a confidential reference relating to a pupil;
  - (b) to give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend;
  - (c) to publish the results of public examinations or other achievements of pupils of the School;
  - (d) to disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips;
  - (e) to provide information to another educational establishment to which a pupil is transferring;
  - (f) to provide information to the Examination Authority as part of the examinations process; and
  - (g) to provide information to the relevant Government Department concerned with national education. At the time of the writing of this Policy, the government Department concerned with national education is the Department for Education (DfE). The Examination Authority may also pass information to the DfE.
22. The DfE uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the nation's education service as a whole. The statistics are used in such a way that individual pupils cannot be identified from them. On occasion the DfE may share the personal data with other Government departments or agencies strictly for statistical or research purposes.
23. Any wish to limit or object to any use of personal data by third parties, except as stated in paragraph 21 above, should be notified to the Bursar of the relevant School in writing, or to the relevant authority (the contact details for which can be supplied by the School).
24. Where the School receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure.

### **Accuracy of Personal Data**

25. The City and the Schools will endeavour to ensure that all personal data held in relation to an individual is accurate. Individuals must notify the relevant School's Bursar in writing of any changes to information held about them. An individual has the right to request that inaccurate information about them is erased or corrected.

### **Security of Personal Data**

26. The City and the Schools will take reasonable steps to ensure that members of staff will only have access to personal data relating to pupils, their parents or guardians where it is necessary for them to do so. All staff will be made aware of this Policy and their duties under the DPA. The City and the Schools will take all reasonable steps to ensure that all personal information is held securely and is not accessible to unauthorised persons.

### **Retention of Personal Data**

27. The Schools will have retention policies in place to ensure that personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

### **Rights of Access by Data Subjects to their Personal Data**

28. Under the DPA, individuals have a right of access to their personal data held by the City and the Schools. This is known as a "subject access request" and is subject to exemptions and constraints within the DPA. Any request in writing will be responded to as long as the appropriate fee is paid, satisfactory identification is given and the information request is clear. If these requirements are satisfied the Schools' *Personal Data Request Form* need not be completed.

### **Requests for Access to Records (Subject Access Requests)**

29. A subject access request must be made in writing. Where the request is not complete or clear, the fee has not been paid, or satisfactory identification has not been given, a *Personal Data Request Form* must be sent to the individual concerned within **two** working days of when the request is received by the School.
30. All requests for access to records must be placed on the relevant pupil's file, and the City's Data Protection Officer (who at the time of writing is the Information Officer in the Town Clerks' Department) informed that the request has been received.

### **Responding to Requests for Access to Records**

31. All requests for access to records must be passed to the Bursar of the relevant School.
32. The Head/Headmaster/Headmistress or, in his/her absence, the Bursar must authorise the applicant's request for access before **any** information is disclosed (see also paragraphs 38-42 below).

33. The Schools may also wish to get advice from the Information Officer or the Comptroller and City Solicitor in relation to disclosure.
34. A written response acknowledging the application form must be sent to the applicant within **5 working days** of the request.
35. The DPA requires a response to a request to be given within **40 calendar days** of the written request being received. The 40 day period does not begin until:
  - (a) a written application is received by anyone within the City of London Corporation (not when it has been passed on to and received by the Head/Headmaster/Headmistress, Bursar, City's Information Officer or the Comptroller and City Solicitor);
  - (b) the School has received sufficient information to enable it to identify the individual who is seeking access;
  - (c) the School has received sufficient information to enable it to access the information requested; and
  - (d) where applicable the fee of £10 has been received, unless otherwise waived at the School's discretion.
36. Where the conditions set out in paragraph 35 are fulfilled, in responding to the request, the School must confirm whether personal data is being processed and where that is the case, give a description of the personal data that is being processed, the purposes for which the personal data is being processed, and the persons to whom the personal data are or may be disclosed. The School must also provide, in an intelligible form, a copy of the information held and, where possible, details of the source of the information. Finally, where processing results in automated decision making which evaluates matters relating to the data subject (for example, in the marking of multiple choice questions), the data subject should be informed and informed also of the logic involved in that decision-making.
37. Data subjects are not entitled to information where exemptions to the right of access apply (see paragraphs 55-59 below). Moreover, in these circumstances, the School must only give a notification to the data subject that no information has been identified which is required to be supplied under the DPA.

#### **Authorisation of Access to Records on Behalf of a Child or Young Person**

38. A child or young person may appoint a person with parental responsibility for him or her to request access to their records. In such circumstances the School must have written evidence that the child or young person has authorised the person with parental responsibility to make the application.
39. The Head/Headmaster/Headmistress or, in his/her absence, the Bursar will determine what information will be shared with the person with parental responsibility. Access to records will be refused in instances where, for example, information sharing may place a child at risk of significant harm or jeopardise police investigations into any alleged offence(s).

40. Where a child or young person does **not** have sufficient understanding to make his or her own request, a person with parental responsibility can make a request on their behalf. The Head/Headmaster/Headmistress or, in his/her absence, the Bursar must, however, be satisfied that:
- (a) the child or young person lacks sufficient understanding; and
  - (b) the request made on behalf of the child or young person is in their interests.
41. The School will only grant to pupils access to their personal data if, in the relevant School's reasonable belief, the pupil understands the nature of the request. It is generally accepted that, by the age of 12, a child can be expected to have sufficient maturity to understand the nature of the request.
42. 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 or guardian, the School will maintain confidentiality unless it has reasonable grounds to believe that the pupil does not fully understand the consequences of withholding their consent, or where the School believes disclosure will be in the best interests of the pupil or other pupils.

### **Disclosure of Information**

43. Any individual is, subject to exemptions and constraints within the DPA, entitled to have access to all information specifically held about him or her where:
- (a) it is automated data being personal data held or processed electronically, for example, on a computer, word processor, audio and video system or telephone logging system;
  - (b) it is manual data which consists of non-automated information such as paper or microfiche files or records, which record information as part of a relevant filing system. A relevant filing system is defined as a set of information relating to individuals and structured either by reference to individuals or specific criteria relating to those individuals, so that specific information relating to a particular individual is readily accessible in a way broadly equivalent to information accessed within a computerised system.
44. The personal data must be provided in permanent form (e.g. paper, microfiche, CCTV images) unless:
- (a) the supply of such a copy is not possible;
  - (b) supplying it in permanent form would involve disproportionate effort (in which case another way of viewing the data must be agreed with the applicant); or
  - (c) the data subject agrees otherwise.
45. Only relevant documents from the pupil's file will be duplicated and disclosed to the applicant who, if requested, should be given a copy of the duplicated document.
46. An individual is not entitled to information where:
- (a) exemptions to the right of access apply (see paragraphs 55-59 below); or

- (b) another person, including any family member, has not given their written consent to disclose information that identifies them (**but** see paragraph 48 below) .
- 47. Information contained in an individual's records is likely to contain information about persons other than the individual. Generally, information about or identifying another person must not be disclosed to the individual seeking access to the information without that person's written consent.
- 48. There may be circumstances where the Head/Headmaster/Headmistress or, in his/her absence, the Bursar considers it *reasonable in all the circumstances* to disclose information without the consent of the other person. For example, when the person cannot be traced.
- 49. In determining what is reasonable in all the circumstances it is necessary to have regard to:
  - (a) any duty of confidentiality owed to the other person;
  - (b) any steps taken with a view to seeking consent of the other person to the disclosure;
  - (c) whether the other person is capable of giving consent; and
  - (d) any express refusal of consent by the other person.
- 50. In instances where the Head/Headmaster/Headmistress or, in his/her absence, the Bursar have decided information concerning other people, or their identities, may not be disclosed, it is acceptable to blank out the relevant information.
- 51. There is also a general presumption in favour of disclosing personal data relating to employees, where this information is integral to the personal data of the applicant. So, the records kept by teachers in the course of their employment in respect of pupils may be disclosable.
- 52. Any request by an individual for access to information held about them must be complied with subject to this paragraph and to the exemptions set out in paragraphs 55-59 below. The School may, however, make a request for more specific details of the information sought.
- 53. A request for access to files without the permission of the individual must be directed to the Information Officer or the Comptroller and City Solicitor.
- 54. A record of the information disclosed in response to a request for access to information should be kept on the pupil's file, including details of any exemptions to disclosure relied upon (see paragraphs 55-59 below).

#### **Exemptions to Access by Data Subjects**

- 55. Confidential references given, or to be given by the Schools, are exempt from access. The Schools will therefore treat as exempt any reference given by them for the purpose of the education, training or employment, or prospective education, training or employment of any pupil.



56. It should be noted that confidential references received from other parties may also be exempt from disclosure, under the common law of confidence. However, such a reference can be disclosed if such disclosure will not identify the source of the reference or where, notwithstanding this, the referee has given their consent, or where disclosure is reasonable in all the circumstances.
57. Examination scripts, that is information recorded by pupils during an examination, are exempt from disclosure. However, any comments recorded by the examiner in the margins of the script are not exempt even though they may not seem of much value without the script itself.
58. Examination marks do not fall within an exemption as such. However, the 40 day compliance period for responding to a request is extended in relation to examination marks to either five months from the day on which the School received the request (if all the necessary conditions set out in paragraph 35 are fulfilled), or 40 days from the announcement of the examination results, whichever is the earlier.
59. Where a claim to legal professional privilege could be maintained in legal proceedings, the information is exempt from disclosure unless the privilege is waived.

#### **Repeated Requests for Access to Records**

60. Unless a reasonable period of time has lapsed between the compliance with one request and receipt of the next, under the DPA the School is not obliged to comply with subsequent identical or similar requests from that applicant.

#### **Complaints**

61. If an individual believes that the relevant School has not complied with this Policy or acted in accordance with the DPA they should utilise the relevant School's complaints procedure.
62. If the individual is still not satisfied, he/she may make representations to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel (01626) 545 700.

City of London  
January 2015