



# ST JOHN'S BEAUMONT PREPARATORY SCHOOL

## Privacy Notice for Parents

**Data controller: Jesuits in Britain  
St John's Beaumont School**

### Introduction

The Charity, Jesuits in Britain, is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you.

The Charity collects, stores and processes personal data relating to its students in order to manage the student/family - school relationship. This personal information may be held by the Charity on paper or in electronic format.

The Charity is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information both during and after your working relationship with the Charity. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to current and former students, parents and contractors. This notice does not form part of a contract to provide services and may be updated at any time.

Jesuits in Britain - St John's Beaumont are committed to protecting the privacy and security of your personal information. The Charity is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

### Data Protection Principles

The Jesuits in Britain - St John's Beaumont will comply with data protection law. This means that the personal information we hold about you must be:

- used lawfully, fairly and in a transparent way
- collected only for valid purposes that we have explained to you clearly and not used in any way that is incompatible with these purposes
- relevant to the purposes we have told you about and limited to those purposes only accurate and kept up to date
- kept only for such time as is necessary for the purposes we have told you about and kept securely.

## **What information does the Charity collect and process?**

The Charity collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This includes:

- your contact details, including your name, address, telephone number and personal e-mailaddress
- your emergency contact details/next of kin
- your date of birth
- your gender
- your marital status and dependants
- the start and end dates of students' stay at St John's Beaumont
- the terms and conditions of students' stay at St John's Beaumont
- information about your nationality;
- parents bank account details if paying via Direct Debit
- any disciplinary, grievance and capability records, including investigation reports, collated evidence, minutes of hearings and appeal hearings related to the safeguarding of children and pastoral care
- student performance, targets and objectives set
- details of periods of leave during the term time taken by students, including holiday, sickness absence, family leave and the reasons for the leave
- any letters of termination of School – family/student contract and related correspondence
- information obtained through CCTV footage and other information obtained through electronic means
- information about students' use of our IT systems
- Photographs.

We may also collect, store and use the following special categories of more sensitive personal information:

- information about medical or health conditions, including whether or not you have a disability for which the Charity needs to make reasonable adjustments
- information about your criminal record if the parent is active part of school activities
- equal opportunities monitoring information, including information about your ethnic origin, health and religion or belief.

The Charity collects this information in a variety of ways. For example, data is collected through the application process and during study-related activities throughout the period of students' stay at St John's Beaumont.

In some cases, the Charity collects personal data about you/your son from third parties, such as references from Extra-curricular activities providers, nurseries and other educational establishments.

Data is stored in a range of different places, including in the family's personal file, in the St John's Beaumont systems, on spreadsheets and in other IT systems (including the Charity's email system).

## **Why does the Charity process personal data?**

The Charity needs to process data to enrol students and to meet its obligations, including safeguarding, communication to other schools.

In addition, the Charity needs to process data to ensure that we are complying with our legal obligations, for example, we are required to report on the Safeguarding procedures.

In other cases, the Charity has certain legal obligations in processing personal data before, during and after the end of the family/student - school relationship.

## **Situations in which we will use your personal information**

Situations in which we will process your personal information in order to:

- enable us to maintain accurate and up-to-date student and family records and contact details (including details of whom to contact in the event of an emergency)
- comply with statutory and/or regulatory requirements and obligations
- comply with the duty to make reasonable adjustments for SEND students
- maintain an accurate record of family/student contract terms
- administer the contract we have entered into with you
- make decisions about academic set placements
- ensure compliance with students statutory rights
- operate and maintain a record of academic achievement, tests and capability and action taken to ensure students holistic well being
- operate and maintain a record of performance
- record and assess students' education, extra- curricular training and development activities and needs
- plan for transfer to other schools
- manage, plan and organise work in order to deliver quality lessons for all students
- operate and maintain a record of annual leave procedures
- operate and maintain a record of sickness absence procedures
- ascertain student fitness to study
- operate and keep a record of other types of leave to allow effective delivery of curriculum
- make decisions about continued enrolment of the student
- operate and maintain a record of discipline procedures
- provide references on request for future schools
- monitor students' use of our IT systems to ensure compliance with our IT-related policies
- ensure network and information security and prevent unauthorised access and modifications to systems
- ensure adherence to Charity rules, policies and procedures
- facilitate equal opportunities for all students
- enable us to establish, exercise or defend possible legal claims.

## **If you fail to provide personal information**

If you do not provide certain information when requested, the Charity may not be able to perform the contract we have entered into with you, such as meeting the needs of the student.

## **Change of purpose**

The Charity will only use your personal information for the purpose for which it was collected unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will advise you of this and explain the legal basis which allows us to do so.

You should be aware that we may process your personal information without your knowledge or consent where this is required or permitted by law.

## **How we use sensitive personal information**

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out school obligations (for example, provision of medicine and for health and safety purposes).

The Charity may use other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion, this is done for the purposes of meaningful equal opportunities monitoring or reporting and confidential CENSUS completion.

Any data used by the Charity for these purposes is anonymised or is collected with the express consent of parents, which can be withdrawn at any time. The parents of our students are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

## **Information about Criminal Convictions**

We do not envisage that we will hold information about criminal convictions. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. We will use information about criminal convictions where a person is working with children in regulated activity.

## **Automated decision-making**

Our employment decisions are not based solely on automated decision-making.

## **For how long do you keep data?**

The Charity will only hold your personal data for as long as is necessary to fulfil the purposes we collected it for, including any legal, accounting or reporting requirements. The periods for which your data is held after the end of your son's time at St John's Beaumont are stated in the Retention Policy.

## **Who has access to data?**

Your information will be shared internally, including with teachers, members of the finance and administrative teams, Extra-curricular activities providers as well as future potential schools (upon request) as appropriate.

The Charity shares your data with third parties where required by law, where it is necessary in order to administer the relationship with you/student or where we have another legitimate interest in doing so.

The Charity may also share your data with other third parties, for example, in the context of a transfer to other school. In those circumstances the data will be subject to confidentiality arrangements.

The Charity will not transfer your data to countries outside the European Economic Area, unless relevant safeguards e.g. declaration of adequacy, binding international rules or other relevant safeguards are in place.

## **How does the Charity protect data?**

The Charity takes the security of your data seriously. The Charity has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Details of these measures are available on request.

When the Charity engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

## **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please be sure to keep us informed if your personal information changes during your time working with us.

## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a “data subject accessrequest”)
- require the Charity to change incorrect or incomplete data
- request erasure of your personal information where the data is no longer necessary for the purposes of processing for legal reasons
- object to the processing of your data where the Charity is relying on its legitimate interests as the legal ground for processing; and
- ask the Charity to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact the Bursar.

If you believe that the Charity has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office.

<https://www.jesuit.org.uk/privacy-policy>