

# ABBEY GATE COLLEGE

## PRIVACY POLICY

Reviewed: March 2017

Next Review: March 2018



Authorised and approved by :-



**H. Barnes**

### General

Abbey Gate College (**We** or the **College**) are committed to protecting and respecting your privacy.

This policy (together with Parent Contract and any other documents referred to in it) sets out the basis on which any personal data we collect from pupils or their parents, guardians or other responsible adults, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the **Act**), the data controller is the College (also known as Deeside House Educational Trust Limited, a company registered in England and Wales with company number 01269507), registered with the Information Commissioner as a Data Controller with Registration Number ZA164430.

Our nominated representative for the purpose of the Act is the Bursar, (referred to as the **DPC**). Contact details for the DPC are set out in clause 13.

For the purposes of this policy, references to **you** include references to (current, past and prospective) pupils, parents, guardians and other responsible adults.

### 1. Information we may collect from you

We may collect and process the following data about you:

- **Information you give us.** You may give us information about you by filling in forms on our website or by corresponding with us by phone, e-mail or letter. This includes information you provide when applying for admission to the College and in any subsequent correspondence with the College or its staff. The information you give us may include your names, addresses, e-mail addresses and phone numbers, financial information, medical information, ethnicity, religion, academic,

disciplinary, admissions and attendance records, references, examination scripts and marks and personal descriptions and photographs.

- **Information we collect about you.** With regard to each of your visits to our website we may automatically collect technical information, including the Internet protocol (IP) address used to connect your computer to the Internet and your login information;
- **CCTV images.** Footage captured on CCTV cameras installed for the purpose of site security.

## 2. The Principles

The College shall so far as is reasonably practicable comply with the Data Protection Principles (“the Principles”) contained in the Act to ensure all data is:

- Fairly and lawfully processed;
- Processed for a lawful purpose;
- Adequate, relevant and not excessive;
- Accurate and up to date;
- Not kept for longer than necessary;
- Processed in accordance with the data subject’s rights;
- Secure;
- Not transferred to other countries without adequate protection.

## 3. Personal Data and Processing

Personal data covers both facts and opinions about an individual. The College may process a wide range of personal data of pupils, their parents or guardians as part of its operation. This personal data may include (but is not limited to); names and addresses, bank details, academic, disciplinary, admissions and attendance records, references, examination scripts and marks.

Consent may be required for the processing of personal data unless the processing is necessary for the College to undertake its obligations to pupils and their parents or guardians. Any information which falls under the definition of personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this Policy.

### *Sensitive Personal Data*

The College may, from time to time, be required to process sensitive personal data regarding a pupil, their parents or guardians. Sensitive personal data includes medical information and data relating to religion, race, or criminal records and

proceedings. Where sensitive personal data is processed by the College, the explicit consent of the appropriate individual will generally be required in writing.

#### **4. Rights of Access**

Individuals have a right of access to information held by the College. Any individual wishing to access their personal data should put their request in writing to the DPC, specifying that the request is a "Subject Access Request". The College will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event, in accordance with the Act.

Please note that the College may charge an administration fee of up to £10.00 for providing this information.

You should be aware that certain data is exempt from the right of access under the Act this may include information which identifies other individuals, information which the College reasonably believes is likely to cause damage or distress, or information which is subject to legal professional privilege. The College is also not required to disclose any pupil examination scripts.

The College will also treat as confidential any reference given by the College for the purpose of the education, training or employment, or prospective education, training or employment of any pupil. The College acknowledges that an individual may have the right to access a reference relating to them received by the College. Such a reference will only be disclosed if such disclosure will not identify the source of the reference or where, notwithstanding this, the referee has given their consent or if disclosure is reasonable in all the circumstances. Access to references from past employers would have to be sought direct from the referee.

#### **5. Whose Rights**

The rights under the Act are the individual's to whom the data relates. The College will however in most cases rely on parental 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's consent. Parents should be aware that in such situations they may not be consulted.

The College will only grant the pupil direct access to their personal data if in the College's reasonable belief the pupil understands the nature of the request.

Pupils agree that the College may disclose their personal data to their parents or guardian.

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 College 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 College believes disclosure will be in the best interests of the pupil or other pupils.

## **6. Exemptions**

Certain data is exempted from the provisions of the Act which includes the following:

- The prevention or detection of crime;
- The assessment of any tax or duty;
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the College.

The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the DPC.

## **7. Disclosure of Information**

The College may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians. The College confirms that it will not generally disclose information unless the individual has given their consent or one of the specific exemptions under the Act applies. However the College does intend, and shall be permitted, to disclose such data as is necessary to third parties for the following purposes:

- To give a confidential reference relating to a pupil to any educational institution which it is proposed that the pupil may attend.
- To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend.
- To publish the results of public examinations or other achievements of pupils of the College.
- 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 College trips.

Where the College 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.

## **8. Use of Personal Information by The College**

The College will, from time to time, make use of personal data relating to pupils, their parents or guardians in the following ways. Should you wish to limit or object to any such use please notify the College in writing.

- To make use of photographic images of pupils in College publications, newspaper articles and on the College website. However the College will not publish photographs of individual pupils with their names on either hard copy or on the College website without the agreement of the appropriate individual. (All parents are required to complete a Consent Form for Photography and Images of Children when their child joins the College, which gives the option to object to any such use).
- For fundraising, marketing or promotional purposes and to maintain relationships with pupils of the College, including transferring information to any association society or club set up for the purpose of establishing or maintaining contact with pupils or for fundraising, marketing or promotional purposes.

## **9. Accuracy**

The College will endeavour to ensure that all personal data held in relation to an individual is accurate. Individuals must notify the College of any changes to information held about them. An individual has the right to request that inaccurate information about them is erased or corrected.

## **10. Storage and Security**

The College 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 Act. The College will ensure that all personal information is held securely and is not accessible to unauthorised persons. All information you provide to us is stored on our secure servers or in secured paper filing systems.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## **11. Enforcement**

If an individual believes that the College has not complied with this Policy or acted otherwise than in accordance with the Act, they should utilise the Complaints Procedure available on request from the College and should also notify the DPC.

## **12. Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on the College website and, if appropriate, may be notified to you in writing or via email.

## **13. Contact**

Questions, comments and requests regarding this privacy policy should be addressed to the DPC at :-

Abbey Gate College  
Saighton Grange  
Chapel Lane  
Saighton  
Chester  
CH3 6EN

Or via email :- [admin@abbeygatecollege.co.uk](mailto:admin@abbeygatecollege.co.uk)