

Sevenoaks School Data Protection Notice

For the purposes of the Data Protection Act (DPA) 1998, Sevenoaks School ("the School") is the data controller of personal data about past, current and prospective students, their parents and guardians as well as data about past, current and prospective staff and third party contractors.

Personal data processed by the School

Sevenoaks School collects and processes data about people to enable us to operate as a school. Information in both paper or digital formats is covered by the DPA. This may be:

- **Objective or factual**, e.g. names, contact details, next-of-kin, birth dates, attendance records or
- **Subjective**, e.g. reports or grades, appraisals etc that may include opinions.
- **Sensitive**: the school may, from time to time, process sensitive personal data such as medical conditions, ethnic groups, or criminal records and proceedings and in relation to parents and/or guardians, financial information.
- **Images**: the School may publish images of staff and pupils engaging in School activities.

Your personal data will usually be collected directly from you, but some may be passed to the School by third parties (e.g. other schools).

Purposes for which your data may be processed

Your personal data (including sensitive personal data, where appropriate) is processed by the School strictly in accordance with the DPA in order to:

- support teaching and learning;
- monitor and report on students' progress;
- analyse and publish examination results and university destinations of leavers;
- provide appropriate pastoral care including medical and other sensitive services;
- assess overall performance of the school;
- communicate;
- collect information for central or national statutory authorities or exam boards;
- promote the school and its activities (e.g. events, performances, open days, reunions);
- assess and admit students;
- recruit and look after students and staff;
- monitor email communications or internet access to ensure compliance with School Rules, and strictly in accordance with the Terms and Conditions of the School's Contract for Responsible Use of IT;
- and for other reasonable purposes relating to its operation as a school and employer.

Unless you request otherwise, the School may also use your contact details to send you information by post, email and SMS about the School and its activities.

Unless parents request otherwise on the Data Collection Sheet completed for students joining the School or moving into Year 9 and the Lower Sixth, the School may circulate your contact details to the Friends of Sevenoaks School and to the parents of other students in their child(ren)'s year group or geographical area.

Your right to access your Personal Data

Data subjects (named, living individuals) about whom Sevenoaks School processes data, have a right to expect the school to safeguard their data at all times. They also have some rights under the DPA to be given access to personal data held about them by the school. To exercise this right, a data subject may submit a data subject access request to the Bursar in writing. Access usually carries a fee to cover administrative costs. It is often easier for data subjects simply to ask the school what information is held about them and negotiate access.

Third parties with whom the School may need to share personal data

Sevenoaks School does not share data with other organisations or individuals for commercial purposes, unless specific consent is given. We may be required to share some data, including sensitive personal data, with third parties including local authorities, other public authorities, independent school bodies such as the Independent Schools Inspectorate (ISI) and the Independent Schools Council (ISC), health professionals, professional advisors, examination boards or contractors.

The School may also (unless you request otherwise) share personal data about current pupils and their Contacts with the Friends of Sevenoaks School and about former pupils with Sevenoaks School Foundation, who may contact alumni by post or email about their activities.

Third parties who manage data on behalf of the school are known as data processors in respect of the personal data they receive, and must themselves comply with the DPA.

Further questions

If you have any queries about this notice or how personal data is processed by the School, please contact the Assistant Bursar or Director of Information Systems.