

## **LOUGHBOROUGH ENDOWED SCHOOLS**

### **DATA COLLECTION NOTICE FOR PUPILS, PARENTS AND GUARDIANS**

The Loughborough Endowed Schools is registered as the Data Controller with the Office of the Information Commissioner, for the purposes of the Data Protection Act 1998 ("the DPA"). Loughborough Grammar School, Loughborough High School, Our Lady's Convent School and Fairfield Preparatory School ("the Schools") are the processors of personal data about pupils and their parents and/or guardians at the relevant school ("your personal data"). The Foundation Office is a user for certain personal financial information.

#### **Personal data processed by the Schools**

Personal data processed by the Schools includes contact details, national curriculum and other assessment results, attendance information, special educational needs, and images of pupils, whether in still photographs or moving images, engaging in School activities (and in relation to parents and/or guardians, may include financial information). The Schools may also process sensitive personal data such as ethnic group, religious beliefs and relevant medical information. Your personal data will usually be collected directly from you, but some may be passed to the Schools by third parties.

#### **Purposes for which your data may be processed**

Your personal data (including sensitive personal data, where appropriate) is processed by the Schools strictly in accordance with the Data Protection Act in order to:

- support its pupils' teaching and learning;
- monitor and report on their progress;
- publish examination results, as separately notified to affected pupils and/or their parents and/or guardians;
- provide appropriate advice and pastoral care;
- assess how well the relevant School as a whole is doing;
- communicate with relevant former pupils;

- monitor pupils' email communications and internet use for the purpose of ensuring compliance with the School Rules, and strictly in accordance with the Schools' Internet and Email Policy.
- where appropriate, promote the relevant School to prospective pupils, including through the School's prospectus and website;
- equal opportunity monitoring;
- management of LES residences and non-academic activities; and
- production of returns required by government agencies or regulatory authorities.

This is a summary rather than an exhaustive list. For a comprehensive list of the purposes for which LES uses personal information, see our entry in the Information Commissioner's register of data controllers at [www.ico.org.uk](http://www.ico.org.uk) .

### **Your right to access your personal data**

Pupils and their parents and/or guardians, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand his/her rights and to make an access request themselves if he/she wishes. A parent would normally be expected to make a request on a child's behalf if the child is younger. If you wish to access your personal data, or that of your child or a pupil for whom you have parental responsibility, then please contact the relevant School in writing to obtain a Subject Access Request form.

### **Third parties with whom the Schools may need to share your personal data**

From time to time the Schools may pass your personal data (including sensitive personal data where appropriate) to third parties, including local authorities, other public authorities, independent school bodies such as the Independent Schools Inspectorate and the Independent Schools Council, health professionals and the School's professional advisers, who will process the data:

- to enable the relevant authorities to monitor the relevant School's performance;
- to compile statistical information (normally used on an anonymous basis);
- to secure funding for the Schools (and where relevant, on behalf of individual pupils);

- to safeguard pupils' welfare and provide appropriate pastoral (and where relevant, medical and dental) care for pupils;
- where specifically requested by pupils and/or their parents or guardians;
- where necessary in connection with learning and extra-curricular activities undertaken by pupils;
- to enable pupils to take part in national and other assessments and to monitor pupils' progress and educational needs;
- to obtain appropriate professional advice and insurance for the Schools;
- where a reference or other information about a pupil or ex-pupil is requested by another educational establishment or employer to whom they have applied;
- where otherwise required by law, for example in connection with government agencies or regulatory authorities; and
- otherwise where reasonably necessary for the operation of the relevant School.

The relevant School may also (unless you request otherwise) share personal data about former pupils with any association, society or club set up to establish or maintain relationships with alumni of the School, who may contact alumni from time to time by post, email and SMS about the relevant School and its activities, and for promotional and marketing purposes on behalf of the relevant School and other carefully selected third parties.

All of these are data controllers in respect of the personal data they receive, and must themselves comply with the Data Protection Act 1998. Further details of anticipated potential third party recipients are available from the relevant School on request.

### **Further questions**

If you have any queries about this Notice or how personal data is processed by the Relevant School, please contact the LES Compliance Manager at the Bursary. If the query is about financial information, it should be referred to the Foundation & Schools' Accountant.

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