

Data Protection Policy for Pupils and Parents Including Record-Keeping Policy

Collège Français Bilingue de Londres
(The "School")

General Data Protection Statement

The School is required to process relevant personal data regarding pupils and their parents and guardians as part of its operation and shall take all reasonable steps to do so in accordance with this policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. In this policy any reference to pupils includes current past or prospective pupils.

This policy is intended to provide information about how the School will use (or "process") personal data about individuals including current, past and prospective pupils; and their parents, carers or guardians (referred to in this policy as "parents").

It applies in addition to the School's Terms and Conditions, and any other information the School may provide about a particular use of personal data, including e.g. the School's policy on taking, storing and using images of children.

Anyone who works for, or acts on behalf of, the School (including staff, volunteers, governors and service providers) should also be aware of and comply with the School's Data Protection Policy for Staff, which also provides further information about how personal data about those individuals will be used.

Data Protection Officer

In accordance with the Data Protection Act 1998 ('the Act'), the School has notified the Information Commissioner's Office of its processing activities. The School's ICO registration number is 03180000434 and its registered address is 87 Holmes Road, London NW5 3AX.

The School has appointed the Head of Finance and Administration, Mr O'Grady, as Data Protection Officer (DPO) who will endeavour to ensure that all personal data is processed in compliance with this policy and the Principles of the Data Protection Act 1998.

The Principles

The School shall so far as is reasonably practicable comply with the Data Protection Principles ("the Principles") contained in the Data Protection 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.

Personal data

Personal data covers both facts and opinions about an individual. The School may process a wide range of personal data of pupils or their parents or guardians as part of its operations. 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.

Processing of personal data

Consent may be required for the processing of personal data unless the processing is necessary for the School to undertake its obligations to pupils or 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 School may, from time to time, be required to process sensitive personal data regarding a pupil or parents or guardians. Sensitive personal data includes information and data relating to racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life, commission or alleged commission of any offence or any related proceedings.

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

Rights of access

Individuals have a right of access to information held by the School. Any individual wishing to access their personal data should put their request in writing to the DPO. The School will endeavour to respond to any such written requests as soon as is reasonably practicable and, in any event, within 40 days.

The School 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 Data Protection Act. This may include information which identifies other individuals, information which the School reasonably believes is likely to cause damage or distress, or information which is subject to legal professional privilege. The School is also not required to disclose any pupil examination scripts.

The School will also treat as confidential any reference given by the School for the purpose of the education, training or employment, or prospective education, training or employment of any pupil. The School acknowledges that an individual may have the right to access a reference relating to them received by the School. However 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.

Whose rights

The rights under the Data Protection Act are the individual's to whom the data relates. The School 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.

The School will grant the pupil direct access to their personal data if in the School's reasonable belief the pupil understands the nature of the request. As a general guide, a child age 12 or older is expected to be mature enough to understand the request they are making. A child may however be mature enough at an earlier age, or may lack sufficient maturity until a later age and all requests will be considered on a case by case basis. Pupils agree that the School may disclose their personal data to their parents or guardian.

Where a pupil raises a concern 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.

Exemptions

There are situations where access to information may be withheld by the School:

a) The Data Protection Act contains a number of exemptions when information may be withheld, these include:

- information which might cause serious harm to the physical or mental health of the pupil or another individual;
- cases where the disclosure would reveal a child is at risk of abuse;
- information contained in adoption and parental order records;
- information given to a court in proceedings under the Magistrates' Courts (Children and Young persons) Rules 1992;
- copies of examination scripts (but not the mark or the written comments by the examiner); and
- providing examination marks before they are officially announced.

b) Unstructured personal information.

The School will generally not be required to provide access to information held mutually and in an unstructured way.

Disclosure of information

The School may receive requests from third parties to disclose personal data it holds about pupils or their parents or guardians. The School confirms that it will not generally disclose information unless the individual has given their consent or one of the specific exemptions under the Data Protection Act applies. However the School does intend 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 School.
- 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.
- To provide information to the relevant French or British Government Departments concerned with education.
- To monitor (as appropriate) use of the school's IT and communications systems in accordance with the school's E-Safety and use on internet, Mobile Phones and Other Electronic Equipment Policy.
- For security purposes, and for regulatory and legal purposes (for example child protection and health and safety) and to comply with its legal obligations; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

Parents who apply to the FSF (French Scholarship Fund) for assistance for school fees will be asked by the FSF to give their consent to the School passing relevant information about them or their child to the FSF. The School will not pass on any personal information to the FSF when parents do not give their consent.

The DfE, Camden Council, and the AEFÉ use information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of their respective education service as a whole. The statistics are used in such a way that individual pupils cannot be identified from them.

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.

Use of personal information by the School

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

- To make use of photographic images of pupils in School publications and on the School website or on the School's social media channels in accordance with school policy on taking and storing and using images of children. However the School will not publish photographs of individual pupils with their names without the express agreement of the appropriate individual.
- For fundraising, marketing or promotional purposes and to maintain relationships with pupils of the School, including transferring information to any association, society or club set up for the purpose of establishing or maintaining contact with pupils, or for development, fundraising, marketing or promotional purposes.

Accuracy

The School will endeavour to ensure that all personal data held in relation to an individual is accurate. Individuals must notify the registration secretary (inscriptions@cfbl.org.uk) 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

The School 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 Data Protection Act. The School will ensure that all personal information is held securely and is not accessible to unauthorised persons.

Enforcement

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with the Data Protection Act, they should utilise the School's complaints procedure and should also notify the DPO.

RECORD KEEPING POLICY

The School needs to create and maintain accurate records in order for it to function. The policy for managing records at CFBL has been drawn up in conformity with legislation and regulations affecting schools.

Current Pupils

A file is kept on each pupil in the School 's administration office. The file holds the registration and acceptance form, (the parent contract) and the academic record of a pupil as he or she progresses through the School. It will also include reports of all conversations between parents and members of staff about any academic or pastoral issues, school reports, references from previous schools and references prepared for other schools or institutions. It will record any disciplinary sanctions imposed on a pupil. [The record identifies those with parental responsibility for the pupil and any court orders affecting parental responsibility or the care of the boarder.

The information held on the School's electronic database covers: the pupil's name, address, year group, and emergency contact details, academic performance and daily attendance. Confidentiality of personal information is protected.

Pupils With Special Educational, Welfare or Medical Needs

The names of pupils with special educational, welfare or medical needs are recorded and any special provision to be made for individual pupils are made available to those staff with a need to know that information.

Medical Records

A confidential medical record on each pupil is kept securely in the School nurse's office. The medical record contains: the medical questionnaire that the parents completed when their child joined the school, and records of all treatment and immunisations that a pupil receives during his or her time at the School, including records of all accidents and injuries to your child. They include any significant known drug reactions, major allergies and notable medical conditions. This information is available only to staff likely to administer medication (usually the School Nurse) or treatment. The Catering Manager holds details of pupils with food allergies.

The School Nurse will provide school management with a list of the names of current pupils with medical conditions, or social information of a sensitive nature that may be of relevance to staff in their dealings with pupils, for example, when arranging trips and visits.

Financial Records

The Head of Finance and Adminsitration holds financial records on all pupils throughout their time at the school. These cover: a record of the deposit, the acceptance form, bills for fees and extras throughout a pupil's time at the School. If a pupil receives a bursary (*bourse scolaire*) or scholarship, this will form part of the record, along with records of annual assessments and awards.

Access By Staff

Teaching and office staff can only access the School's password protected database to which they have permitted password protected acces. Teaching staff may consult the pupil records held in the School's administration office. Access to medical records is restricted to the School nurse. Access to financial records is restricted to the Headteacher , Head of Finance and Adminsitration and and the adminsitratve staff who assists the Head of Finance and Administration.

Staff Induction

All new teaching and office staff will be given training accessing and managing school records (including the database), as part of their induction into CFBL for marking work, report-writing and written and electronic communications with pupils and parents.

Records of Past Pupils

We keep all records of past pupils until a pupil is 25 years old. At that point, we securely destroy: all disciplinary, medical and financial records. We retain records of results in public examination, lists of school prizes and other significant achievements, together with information relating to former pupils' subsequent academic achievements. Records relating to alumni are stored in the administration office (or in CFBL's archives) .

Legal and regulatory framework:

- [The Data Protection Act 1998](#)
- [The Privacy and Electronic Communications Regulations 2011](#)
- [The Protection of Freedoms Act 2012](#)
- The Records Management Society guidance (managing pupils records)

Further guidance is available on <https://ico.org.uk/for-the-public/schools>
