



# Privacy Policy

Version	
Review Date	



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## Policy Overview

Hillel Park School is an inclusive school based on Christian ethos and values. At Hillel Park School we have a strong commitment towards working in positive partnership with the whole school community. A school is a busy place where there are many interactions between pupils, parents, carers, and staff as part of the everyday life of the school. We have an ethos of respecting the rights of all members of the school community.

### **Our Values - Faith. Love. Service. Resilience.**

We understand the impact these qualities have on inspiring our students to become faith-filled, kind young men and women, who can thrive and adapt to our ever-changing world, despite the challenges.

### Objectives and Compliance

Should any interested party be unclear on the policy and how it impacts their role, they should contact the Head Teacher.

### Order of Precedence

This document upon approval supersedes all previously drafted documents.



## Privacy Statement – May 2022

### 1. Governance

- 1.1 Hillel Park School is committed to protecting your privacy and maintaining systems, process and technology that ensures this. We will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to school systems.
- 1.2 By accessing our website and services, you consent to the data practices described in this privacy statement.
- 1.3 In accordance with Data Protection Regulations, some of our personal data processing is carried out by third parties, such as IT systems, web developers or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with Hillel Park School directives.
- 1.4 This Privacy statement applies to the Hillel Park School data collection and usage and also applies alongside any other information the school may provide about a particular use of personal data, for example when collecting data via an online or paper form.
- 1.5 Types of personal data processed by the school include (but not limited to):
  - 1.5.1 Names, addresses, telephone numbers, e-mail addresses, other correspondence or vehicle details.
  - 1.5.2 Personnel files, including in connection with academics, references, employment, safeguarding, health and welfare and next of kin contact details.
  - 1.5.3 Bank details and other financial information, e.g. about parents who pay fees to the school
  - 1.5.4 Images (pictures and CCTV) of engaging in school activities or within school sites.
- 1.6 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 this Privacy Notice and related policies that provide further information about how personal data about individuals will be used.
- 1.7 Other uses of personal data will be made in accordance with the school's legitimate interests, or the legitimate interests of another, if these are not outweighed by the impact on individuals and it does not involve special or sensitive types of data.
- 1.8 This policy does not apply to the practices of companies that we do not own or control, or to people that we do not employ or manage.

### 2. Information Collection and Use

- 2.1 In order to carry out its ordinary duties to staff, pupils and parents, we need to process different types of personal data about individuals (including current, past and prospective staff, parents, guardians/carers, volunteers, governors service providers and pupils) as part of its operations.
- 2.2 We ensure that personal data is only used for the purpose for which it was collected (agreed) and is held securely.



- 2.3 We may also receive personal data by third parties or collect/collate information from publicly available resources (e.g. other schools, professionals or authorities working with an individual).
- 2.4 We may process special category personal data (e.g. health, ethnicity, religion, biometrics or sexual life) or criminal records information (such as when carrying out DBS checks) in accordance with rights or duties imposed by law, including as regards safeguarding and employment, or from time to time by explicit consent where required.
- 2.5 We may, on occasion, need to share personal data with third parties such as professional advisors, regulatory bodies, government authorities and Alumni association.
- 2.6 We will process personal data with adequate restrictions and technology controls to ensure a 'need to know' basis and apply additional controls for special category and sensitive data.
- 2.7 For our online services including websites, portals, questionnaires, surveys, competitions, mailing lists and newsletters, we may use your personal data to:
  - 2.7.1 Customise the content you see, fulfil your requests and for technical administration purposes.
  - 2.7.2 Automatically receive and record information from your browser, including your IP address, cookie information and the page you request.
  - 2.7.3 Provide links to other websites; please check that website's Privacy Policy before supplying any personal information. We do not accept responsibility for the protection of any data supplied to other sites.
  - 2.7.4 Notify you about important changes and alterations to systems, processes and activities.

### 3. Information Retention

- 3.1 We retain personal data securely and only in line with how long it is necessary to keep it for; legitimate and lawful reason. Our standard retention period is a minimum of 7 years following departure/end of engagement with the school. Certain files will be held for much longer (e.g. Alumni, incident reports, inquiries into certain abuse under section 21 and 35 of the Inquiries Act 2005).
- 3.2 We will use reasonable efforts to ensure that your personal data is not disclosed to other institutions and authorities, unless required by law or other regulations.

### 4. Information Sharing and Disclosure

- 4.1 We do not rent, sell or share personal information about you with other people or non-affiliated companies except to provide products or services you've requested, when we have your permission.
- 4.2 We will use reasonable efforts to ensure that your personal data is not disclosed to other institutions and authorities, unless required by law or other regulations.

### 5. Privacy Policy Changes



5.1 We may update this policy. We will notify you about significant changes in the way we treat personal information by amending the version published on our website.

## 6. Policy Support and Contact

- 6.1 The school will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible.
- 6.2 Individuals have various rights under Data Protection Regulations to access and understand personal data about them held by the school, and in some cases ask for it to be erased or amended or have it transferred to others, or for the school to stop processing it – but subject to certain exemptions and limitations.
- 6.3 If any of your information / preferences changes or you have any questions or suggestions, please contact the Headteacher.