



DATA SECURITY AND PRIVACY POLICY

About Us

Rougemont School is an HMC co-educational day school for pupils aged 3 to 18 years. Rougemont is Gwent's only independent school.

Located on the outskirts of Newport in 50 acres of grounds, Rougemont offers pupils a strong academic and social grounding with first class teaching and small class sizes ensuring individual attention for all pupils.

Rougemont Nursery, the Infant and Junior Departments are all self-contained units. Rougemont Nursery and the Infant Department are housed in a modern, state-of-the-art building with fantastic outdoor playing facilities, while the Junior Department's home, in the beautiful Llantarnam Hall, preserves the feel of a traditional prep school. Facilities for Senior and Sixth Form pupils are outstanding with a dedicated Science and Technology building as well as a brand new Sixth Form Centre, Auditorium and Refectory. A fully equipped Drama Studio, purpose built Astro Turf and Tennis Courts make up the impressive facilities on offer to pupils at Rougemont.

Rougemont is a lively, friendly school, where we pride ourselves on developing happy and successful pupils. Rougemont really is 'A School for Life'.

Privacy Policy

We understand the importance of maintaining your privacy, keeping your personal information secure and complying with data protection laws.

We are the data controller of any personal information you provide to us. This means that we are responsible for complying with data protection laws. This privacy policy describes what personal information we may collect from you, why we use your personal information and more generally the practices we maintain and ways in which we use your personal information.

By providing your personal information to us, you acknowledge that we may use it in ways set out in this privacy policy. We may provide you with further notices highlighting certain

uses we wish to make of your personal information. We may also give you the ability to opt in or opt-out of selected uses such as marketing when we collect your personal information.

We may collect information from you about other people, for example family members. If you give us information about another person, it is your responsibility to ensure and confirm that:

- You have told the individual who we are and how we use personal information, as set out in this privacy notice and
- You have permission from the individual to provide that personal information to us and for us to use it, as set out in this privacy notice.

Our Privacy Policy is divided into sections to help you concentrate on the area that you are interested in.

Why we need it and how we use your personal information

The rights under Data Protection legislation belong to the individual to whom the data relates. However, we will often rely parental consent to process personal data relating to pupils (IF CONSENT IS REQUIRED) unless, given the nature of the processing in question, and the pupils age and understanding, it is more appropriate to rely on the pupils consent.

Parents should be aware that in such situations they may not be consulted, depending on the interests of the child, the parent's rights at law or under their contract, and all the circumstances.

In general, we will assume that pupil's consent is not required for ordinary disclosure of their personal data to their parents, eg: for the purposes of keeping parents informed about the pupil's activities, progress and behaviour, and in the interest of the pupil's welfare, unless, in the school's opinion, there is good reason to do otherwise.

However, where a pupil seeks to raise concerns confidentially with a member of staff and expressly withhold their agreement to their personal data being disclosed to their parents, we may be under an obligation to maintain confidentiality unless, in our opinion, there is good reason to do otherwise.

Pupils can make subject access requests for their own personal data, provided that they have sufficient maturity to understand the request they are making.

We try to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Please notify andrew.watts@rsch.co.uk of any significant changes to important information, such as contact details, held about you.

Nature of personal information

We process personal data about prospective, current and past pupils and their parents; staff, suppliers and contractors; donors, friends and supporters; and other individuals connected to or visiting the school.

The personal data we process takes two different forms – it may be factual information, expressions of opinion, images or other recorded information which identifies or relates to a living individual. Examples include;

- names, addresses, telephone numbers, email addresses and other contact details
- family details
- admissions, academic, disciplinary and other education related records, information about social educational needs, references, examination scripts and marks
- education and employment data
- images, audio and video recordings
- financial information – eg bursary funding
- courses, meetings or events attended

As a school, we need to process **special category personal data** concerning health, ethnicity, religion or biometric data. We also hold criminal record information in accordance with applicable law in respect to safeguarding or employment or by explicit consent.

How we collect data

We collect most of the personal data we process directly from the individual concerned (or in the case of pupils from parents/guardians). In some cases we collect data from third parties such as referees, previous schools, the Disclosure and Barring Service, or from publicly available resources.

Sharing information

In the course of school business, we share personal data with third parties such as examination boards, school doctors, the schools professional advisors and relevant authorities – examples of these are HM Revenue and Customs, Department for Education and Department for Work and Pensions. Some of our systems are provided by third parties, eg: hosted databases, school website, school calendar. This is always subject to contractual assurances that personal data will be kept securely and in accordance with our specific directions.

Marketing

We use information to understand your needs and provide you with a better service, and in particular for the following reasons:

- To inform you about our events or other related information that we think would be of interest to you.
- To communicate marketing messages via newsletters, blogs, emails and social media.

We keep in touch with former pupils, current or former parents or other members of the school community and will use your contact details to keep you updated about charitable activities and invite you events of interest by email and by post. We ask you to let us know your data preferences so that we can ensure our communications are relevant to you. You can update your data preferences at any time using the link on our website.

Your rights

You have various rights under Data Protection Law to access and understand the personal data we hold about you, and in some cases ask for it to be erased or amended or for us to stop processing it, but subject to certain exemptions and limitations.

You always have the right to withdraw consent, where given, or otherwise object to receiving generic or fundraising communications. Please be aware however that the school may have another lawful reason to process the personal data in question even without your consent.

If you would like access or amend your personal data, or would like it transferred to another person or organisation, or have some other objection to how your personal data is used, please make your request in writing to Mrs Carol Shepherd – Headmasters PA.

We will respond to any such written requests as soon as is reasonably practical and in any event within the statutory time limit of 30 days.

This Policy

Our privacy notice should be read in conjunction with our other policies and terms and conditions which make reference to personal data, including our parent contract, our safeguarding policy, health and safety policies, acceptable use policies and IT policies.

We will update this privacy notice from time to time. Any substantial changes that affect how we process your personal data will be notified on our website and to you directly, as far as practicable.

Your right to complain to ICO

If you believe that we have not complied with this policy or have acted otherwise than in accordance with data protection law, you should notify the DATA PROTECTION OFFICER AT ROUGEMONT SCHOOL. You can also make a referral or lodge a complaint with the Information Commissioners Office (ICO), although the ICO recommends that steps are taken to resolve the matter with us before involving them.

How to contact us

Data Protection Officer at Rougemont School contact details:

Name: Andrew Watts

E-mail: andrew.watts@rsch.co.uk

Telephone: 01633 820810

May 2018