



Chetham's School of Music

PRIVACY NOTICE: STUDENTS AND PARENTS

Chetham's School of Music is committed to maintaining the privacy, confidentiality and security of your personal information in accordance with the General Data Protection Regulation.

Respecting your data is important to us. We are taking numerous steps to ensure we comply with this new EU regulation that relates to how personal information is stored and processed. In meeting our privacy commitment we will collect, hold, use and disclose personal information only as needed to:

- Provide the educational services required by the School.
- Establish and maintain our relationship with staff, students, parents, guardians, alumni, friends, former parents and supporters.
- Meet legal, regulatory and contractual obligations.

In summary, we will:

- Inform you what information we collect and hold; why we collect the information; how it is collected, how it will be used and who it will be shared with.
- Seek your consent prior to collecting, using or disclosing your personal information for the purposes we have indicated.
- Protect and safeguard all personal information in our custody or control.
- Give you access to personal information we hold about you and provide the facility to correct such data, and, if required, have appropriate elements removed.
- Retain your personal information only as long as is necessary for the purposes for which it was collected.

What information we collect and hold

Personal information that we may collect and hold includes but is not restricted to: contact details, exam results, attendance and any behavioural information, where students go after they leave us and personal characteristics such as ethnic group, any special educational needs and relevant medical information. Sometimes we get information from doctors and other professionals. Information relating to parents and/or guardians may include contact details, job details and financial information.

We also use network monitoring software and CCTV systems for the safeguarding of the public, students and staff and for general monitoring of security prevention, investigations and detection of crime, the apprehension and prosecution of offenders. CCTV recordings may be disclosed to third parties such as the police but only where such disclosure is in accordance with the Act.

We may use photographs, video and audio of students and parents in our publications, on our website and social media, and for marketing and promotional purposes, including sharing with the press and trusted partners. Parents may withdraw or limit consent for their child to be included in photography, and explicit permission will be sought for further use of students' images. Please see our Photography consent information for full details.

Why we collect and use this information

We commonly use personal data to

- support and monitor learning

- provide appropriate pastoral care
- ensure we are providing a safe and secure environment
- enable students to take part in examinations and assessments and to monitor progress and educational needs
- for legal and management purposes and to enable Chetham's to meet its legal obligations as an employer, for example to monitor staff performance
- safeguarding and promoting the welfare of children
- maintain open lines of communication between parents and the School for matters including but not exclusive to absences, medical needs and upcoming events
- protect and promote our interests and objectives- this includes fundraising and marketing activities. However we will not use personal data for direct marketing purposes if you ask us not to

The lawful basis on which we use this information

We collect and use information under the Education Act 1996 and in accordance with the UK Data Protection Act 1998 (The Act). Most commonly, we process data where we need to comply with a legal obligation and/or we need it to perform an official task in the public interest. We may also process personal data in situations where we have obtained consent to use it in a certain way, we need to protect the individual's vital interests (or someone else's interests) and, where necessary, for the purposes of the legitimate interests pursued by the school, except where interests are overridden by fundamental rights and freedoms which require the protection of personal data. Special categories of personal data are processed where necessary for carrying out the obligations of the school and for providing appropriate safeguards.

Some of the reasons above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time.

Collecting information

We acquire personal data through parents via correspondence and forms, and during discussions with staff. We may receive information on students from third parties such as a previous school, local authority and/or the Department for Education (DfE).

Whilst the majority of information provided to us is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

We may use information about parents in connection with fundraising and promoting our interests. For example, we may create a profile of interests, preferences and level of potential donations so that we can ensure we are contacting people in the most appropriate way and with the most relevant information.

Sharing information

We do not share information about students and parents without consent unless the law and/or our policies allow us to do so.

We may share personal data where doing so complies with the Act. For example we may

- disclose information where this is required to comply with our reporting obligations or for safeguarding reasons
- disclose details of a student's medical condition where it is in the student's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips
- share information about parents and students with our solicitors or other professional advisors (eg, in order to obtain legal advice)

We may share information about a student with their parents where permitted by the Act, e.g. information about the student's academic attainment, behaviour and progress. We are required to pass certain information about students to our local authority, the Department of Education (DfE) and the educational establishment students attend after leaving Chetham's. We may share information about exam results or provide references.

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

Find out more about the NPD, [here](#).

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

Storing data

We retain student data in accordance with retention guidelines set by the Information and Records Management Society.

Beyond these retention periods, your data will be securely archived whilst Chetham's cooperates with a national investigation by the Independent Inquiry into Child Sexual Abuse (IICSA). At the completion of this inquiry, or when legal instructions to Chetham's about the storage of data are amended, all archived data will be permanently deleted.

With your consent, we may keep contact details of parents and students on leaving Chetham's so we can update you with school information, alumni news and to find out how you are getting on. For information on your data and how we hold and process it on leaving Chetham's, see our privacy notice for external audiences.

Requesting access to your personal data

Under data protection legislation, parents and students have the right to make a 'subject access request' to gain access to personal information the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you would like to make a request please contact our Data Protection Forum at dpf@chethams.com

Other rights

Unless subject to exemption under GDPR you also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of data protection regulations

Privacy policy amends

We may update this privacy policy from time to time by posting a new version on our website. You should check this page regularly to ensure you are happy with any changes. We may also notify you of changes to our privacy policy by email.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Forum at dpf@chethams.com

Alternatively, you can make a complaint to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Forum at dpf@chethams.com.

If you have any concerns we request that you raise your concern with us in the first instance.