



## Privacy Policy

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| Reviewed by:       | Nurette Stanford - Bursar | August 2026    |
| Approved by:       | Trish Watt - Head         | September 2026 |
| Governor Approval: | Suzie Longstaff           | September 2026 |
| Next Review Date:  | September 2027            |                |

### INTRODUCTION

We are committed to protecting and respecting your privacy. Eaton Square School is an Independent School and is part of the Dukes Education group of schools. In this privacy notice, references to “we”, “us”, “our”, or “school” is a reference to Eaton Square School and Dukes Education.

For the purposes of this Privacy Notice, “Data Protection Law” means the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025, and any other applicable data protection legislation in force from time to time.

If you are reading this privacy notice online, we recommend that you print and retain a copy for future reference.

### WHAT THIS PRIVACY NOTICE IS FOR

This policy is intended to provide information about how the school will use (or “process”) personal data about individuals including: its staff; its current, past and prospective students; and their parents, carers or guardians (referred to in this policy as “parents”).

This information is provided because Data Protection Law gives individuals rights to understand how their data is used. Staff, parents and students are all encouraged to read this Privacy Notice and understand the school’s obligations to its entire community.

This Privacy Notice 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.

This Privacy Notice also applies in addition to the school’s other relevant terms and conditions and policies, including:

- any contract between the school and its staff or the parents of students;
- the school’s policy on taking, storing and using images of children;
- the school’s retention of records policy;
- the school’s safeguarding, pastoral, or health and safety policies, including as to how concerns or incidents are recorded; and
- the school’s IT policies, including its Acceptable Use policy for Students / Staff.

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 Privacy Notice for staff, which also provides further information about how personal data about those individuals will be used.



## RESPONSIBILITY FOR DATA PROTECTION

The school has appointed the Bursar as the Data Protection Officer who will deal with all your requests and enquiries concerning the school's uses of your personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law. The Bursar can be contacted via the registrar, email: [registrar@eatonsquareschools.com](mailto:registrar@eatonsquareschools.com)

## WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

In order to carry out its ordinary duties to staff, students and parents, the school needs to process a wide range of personal data about individuals (including current, past and prospective staff, students or parents) as part of its daily operation.

The School will only process personal data where it has a lawful basis for doing so under Data Protection Law. Depending on the circumstances, the School may process personal data where:

- it is necessary for the performance of a contract with the individual, or in order to take steps at the individual's request before entering into a contract;
- it is necessary for compliance with a legal obligation to which the School is subject;
- it is necessary to protect the vital interests of an individual;
- it is necessary for the purposes of the legitimate interests pursued by the School or a third party, except where those interests are overridden by the interests or fundamental rights and freedoms of the individual;
- it is necessary for a recognised legitimate interest under Data Protection Law, where applicable; or
- the individual has given valid consent to the processing, where consent is the appropriate lawful basis.

The lawful basis relied upon will depend on the particular processing activity. The School will not rely on consent where another lawful basis is more appropriate and, where consent is relied upon, it may be withdrawn at any time.

Where the School processes special category personal data or criminal offence data, it will ensure that the additional conditions required by Data Protection Law are met.

The School may rely on legitimate interests for a range of activities necessary for the effective operation of the School and the provision of education, provided that the School has considered the impact of the processing on the rights and freedoms of the individuals concerned. These activities may include:

- For the purposes of student selection (and to confirm the identity of prospective students and their parents);
- To provide education services, including musical education, physical training or spiritual development, career services, and extra-curricular activities to students, and monitoring students' progress and educational needs;
- Maintaining relationships with alumni and the school community, including directmarketing or fundraising activity;
- For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law (such as tax, diversity or gender pay gap analysis);
- To enable relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- To give and receive information and references about past, current and prospective students, including relating to outstanding fees or payment history, to/from any educational institution that the student attended or where it is proposed they attend; and to provide references to potential employers of past students;
- To enable students to take part in national or other assessments, and to publish the results of public



- examinations or other achievements of students of the school;
- To safeguard students' welfare and provide appropriate pastoral care;
- To monitor, where appropriate and proportionate, the use of the School's IT systems, networks, devices, email, internet access and communications systems for safeguarding, online safety, cyber security, regulatory compliance and the appropriate use and security of School systems, in accordance with the School's Online Safety Policy, Acceptable Use requirements and applicable Data Protection Law;
- To make use of photographic images of students in school publications, on the school website and (where appropriate) on the school's social media channels in accordance with the school's policy on taking, storing and using images of children;
- To carry out or cooperate with any school or external complaints, disciplinary or investigation process; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

### **Special Category Personal Data and Criminal Offence Data**

The School may need to process special category personal data. This includes personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership; genetic data; biometric data where used for the purpose of uniquely identifying an individual; data concerning health; and data concerning an individual's sex life or sexual orientation.

The School may also process personal data relating to criminal convictions and offences where necessary, including in connection with safeguarding, safer recruitment and DBS checks.

Where the School processes special category personal data, it will identify both an appropriate lawful basis under Article 6 UK GDPR and an additional condition for processing under Article 9 UK GDPR. Where required, the School will also meet the relevant requirements of the Data Protection Act 2018 and maintain an Appropriate Policy Document.

Where the School processes criminal offence data, it will do so only where permitted by Data Protection Law and will meet any additional requirements which apply to that processing.

The School may process such information where necessary for purposes including:

- safeguarding pupils and promoting their welfare, including providing appropriate pastoral and medical care and responding to emergencies, incidents or accidents;
- meeting pupils' special educational needs and/or disabilities and providing appropriate educational support;
- complying with employment, safeguarding and safer recruitment obligations, including undertaking appropriate recruitment and DBS checks;
- managing complaints, disciplinary, grievance, safeguarding or other investigation processes;
- complying with legal and regulatory obligations, including those relating to safeguarding, child protection, equality, health and safety and employment; and
- establishing, exercising or defending legal claims where necessary.

The School will only process special category personal data and criminal offence data where it is necessary and proportionate to do so and will apply appropriate safeguards to protect such information.



## **TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL**

The School processes a range of personal data about prospective, current and former pupils, parents, staff and other members of the School community. The types of personal data processed will depend on the individual and the purpose for which the information is required. The School will only collect and process personal data that is adequate, relevant and limited to what is necessary for the relevant purpose, and will do so in accordance with the lawful bases and, where applicable, the additional conditions for special category personal data and criminal offence data set out above.

This will include by way of example:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- bank details and other financial information, e.g. about parents who pay fees to the school;
- past, present and prospective students' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- personnel files, including in connection with academics, employment or safeguarding;
- where appropriate, information about individuals' health and welfare, and contact details for their next of kin;
- references given or received by the school about students, and relevant information provided by previous educational establishments and/or other professionals or organisations working with students;
- correspondence with and concerning staff, students and parents past and present; and
- images of students (and occasionally other individuals) engaging in school activities (in accordance with the school's policy on taking, storing and using images of children);

## **HOW THE SCHOOL COLLECTS DATA**

The School generally receives personal data directly from the individual concerned or, in the case of pupils, from their parents or carers. This may be provided through application and registration forms, contracts, correspondence, online systems or in the ordinary course of the School's interactions with pupils, parents and staff.

The School may also receive personal data from third parties where appropriate, including previous or prospective schools, referees, medical and other professionals, local authorities, safeguarding agencies, examination and assessment bodies and other organisations working with the individual. Personal data may also be obtained from publicly available sources where there is a lawful and appropriate reason for doing so.

## **WHO HAS ACCESS TO PERSONAL DATA AND WHO THE SCHOOL SHARES IT WITH**

The School may share personal data with third parties where this is necessary and lawful for the purposes described in this Privacy Notice. The School will only share personal data that is relevant and necessary for the particular purpose and will ensure that an appropriate lawful basis applies. Third parties with whom personal data may be shared include:

- professional advisers (e.g. lawyers, insurers, PR advisers and accountants);
- government departments, public authorities and other statutory bodies, including the Department for Education (DfE), HMRC, the police, local authorities and safeguarding authorities, where the School is required or permitted by law to provide information or where sharing is otherwise necessary for the performance of the School's functions.
- appropriate regulatory, inspection and professional bodies, including the Independent Schools Inspectorate (ISI), where applicable;
- the School's PTA and other organisations supporting the School community, where there is an



- appropriate lawful basis for sharing the relevant personal data
- organisations involved in arranging or delivering school trips, visits and other School activities, where information sharing is necessary and lawful.

### **Sharing information with the Department for Education**

The School may be required to provide personal data about pupils to the Department for Education (DfE) and other relevant public authorities in order to meet its statutory and regulatory obligations. The information shared may include pupil identification and contact information, characteristics, attendance information, educational and assessment information and other information required by law or by applicable statutory or regulatory requirements.

The DfE may process and share information it receives in accordance with its own statutory functions and privacy arrangements. Where the School is legally required to provide information to the DfE or another public authority, it does not rely on consent to do so.

For the most part, personal data collected by the school will remain within the school, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- medical records; and
- pastoral or safeguarding files.

Where a pupil has special educational needs and/or disabilities (SEND), relevant information may be shared with appropriate members of staff on a need-to-know basis where this is necessary to provide the pupil with appropriate education, support and care.

The School also uses appropriately selected third-party service providers to process personal data on its behalf, including providers of catering, IT support, management information systems, assessment and reporting systems, safeguarding and medical systems, educational software, communications services and cloud-based technology. Where a third party processes personal data on behalf of the School, the School will ensure that appropriate contractual and data protection arrangements are in place in accordance with Data Protection Law.

### **International Transfers of Personal Data**

Some of the School's service providers and suppliers may process or store personal data outside the United Kingdom. Personal data may also need to be transferred outside the United Kingdom in connection with international school trips or other legitimate School activities.

Where personal data is transferred outside the United Kingdom, the School will ensure that the transfer is made in accordance with Data Protection Law. This may include transferring personal data to a country or organisation covered by UK adequacy regulations or putting in place appropriate safeguards, such as the UK International Data Transfer Agreement (IDTA), the UK Addendum to the EU Standard Contractual Clauses, or another lawful transfer mechanism.

Where required, the School will undertake an appropriate transfer risk assessment and will take reasonable steps to ensure that personal data continues to receive an appropriate level of protection.

Where information needs to be shared with third parties in connection with an international school trip, the School will only share personal data that is necessary for the relevant purpose and will identify an appropriate lawful basis for doing so. The School will not rely on consent where another lawful basis is more appropriate.



### **Safeguarding and Child Protection Information**

The School is required by law and statutory guidance, including Keeping Children Safe in Education (KCSIE) 2026, to record, retain and, where appropriate, share information relating to safeguarding and child protection concerns. This may include information about concerns, allegations, incidents, referrals and actions taken, including where concerns have not been substantiated, where it is necessary and lawful to retain such information for safeguarding purposes.

Safeguarding information may be shared with appropriate individuals and organisations where necessary to protect a child or another person, comply with a legal obligation or fulfil the School's safeguarding responsibilities. This may include the Designated Safeguarding Lead (DSL) and Deputy DSLs, relevant members of staff on a need-to-know basis, local authority children's services, the Local Authority Designated Officer (LADO), the police and other relevant safeguarding or statutory agencies.

Low-level concerns about adults working with children will be recorded, reviewed and handled in accordance with KCSIE 2026 and the School's Safeguarding and Child Protection Policy. Information relating to such concerns will only be shared with those who need to know it for safeguarding, management, legal or regulatory purposes and will not routinely be shared across the wider staff body.

The School will handle safeguarding and child protection information in accordance with Data Protection Law. Data protection legislation does not prevent the sharing of information for the purposes of keeping children safe where sharing is necessary, proportionate and otherwise lawful.

Finally, in accordance with Data Protection Law, some of the school's processing activity is carried out on its behalf 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 the school's specific directions.

### **Filtering and Monitoring of School IT Systems**

The School operates appropriate filtering and monitoring systems as part of its safeguarding, online safety and cyber security arrangements. These systems may process information about the use of School networks, systems, accounts and devices, including websites and online services accessed or attempted to be accessed, search activity, user and device information, and alerts generated where potentially harmful, inappropriate or concerning activity is identified.

The School processes this information where necessary for safeguarding pupils, protecting the security and integrity of its systems, investigating concerns or incidents, meeting its legal and regulatory responsibilities and ensuring compliance with School policies.

Access to filtering and monitoring information, reports and alerts is restricted to appropriately authorised individuals, which may include relevant members of the Senior Leadership Team, the Designated Safeguarding Lead (DSL) and Deputy DSLs, authorised IT staff and the School's contracted IT, filtering or monitoring providers, where access is necessary for their role.

Where monitoring identifies a safeguarding concern, relevant information may be shared with appropriate safeguarding professionals or statutory authorities where necessary and lawful.

Information generated through filtering and monitoring will be retained only for as long as necessary for the purpose for which it was collected, taking account of safeguarding, legal, regulatory and security requirements and the School's Records Retention Policy.

The School will ensure that its filtering and monitoring arrangements are implemented and reviewed in



accordance with applicable Data Protection Law, including consideration of data protection risks and completion or review of a Data Protection Impact Assessment (DPIA) where required.

### **HOW LONG WE KEEP PERSONAL DATA**

The School will retain personal data only for as long as is necessary for the purpose for which it was collected and in accordance with applicable legal, regulatory and safeguarding requirements and the School's Records Retention Policy. Different categories of personal data may be subject to different retention periods, and certain records, including safeguarding records, may need to be retained for significantly longer periods.

If you have any specific queries about how our retention policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Bursar, who is responsible for data protection matters at the School. However, please bear in mind that the school will often have lawful and necessary reasons to hold on to some personal data even following such request.

A limited and reasonable amount of information will be kept for archiving purposes, for example; and even where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes (called a "suppression record").

Information regarding the retention of data can be found in the school's retention of records policy.

### **KEEPING IN TOUCH AND SUPPORTING THE SCHOOL**

The school may use the contact details of parents, alumni and other members of the school community to keep them informed about school activities, events and other matters of interest. Where communications constitute direct marketing, including fundraising or promotional communications, the School will ensure that these are sent in accordance with Data Protection Law and applicable electronic marketing requirements.

The School may also, where appropriate:

- share relevant personal data with organisations established to support relationships with the school community, such as the PTA, class representative system and Parent Forum, where there is an appropriate lawful basis for doing so; and
- contact parents and/or alumni about school activities, events, fundraising or other relevant matters where permitted by law.

Individuals may object to direct marketing at any time and, where consent has been relied upon, may withdraw that consent at any time. The School may retain limited information where necessary to record an objection or opt-out and ensure that further marketing communications are not sent.

### **YOUR RIGHTS**

#### Rights of access, etc.

Individuals have various rights under Data Protection Law 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.

Any individual wishing to exercise their rights in relation to their personal data, including requesting access to or correction of their personal data, should submit their request in writing to the Bursar, who is responsible for data protection matters at the School.



The school will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits (which is one month in the case of requests for access to information).

The School will respond to requests in accordance with the requirements and statutory time limits under Data Protection Law. Where a request is excessive, including where it substantially overlaps with a previous request, the School may charge a reasonable fee or refuse to act on the request where permitted by Data Protection Law.

#### Requests that cannot be fulfilled

You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access. This will include information which identifies other individuals (and parents need to be aware this may include their own children, in certain limited situations – please see further below), or information which is subject to legal privilege (for example legal advice given to or sought by the school, or documents prepared in connection with a legal action).

The school is also not required to disclose any student examination scripts (or other information consisting solely of student test answers), provide examination or other test marks ahead of any ordinary publication, nor share any confidential reference given by the school itself for the purposes of the education, training or employment of any individual.

Individuals have the right to request the erasure of their personal data in certain circumstances. This right is not absolute, and the School may be required or permitted to retain personal data where there is a lawful reason for doing so, including where retention is necessary to comply with a legal obligation, for safeguarding purposes, or for the establishment, exercise or defence of legal claims. Each request will be considered on its individual circumstances and in accordance with Data Protection Law.

#### Student requests

Students can make subject access requests for their own personal data, provided that, in the reasonable opinion of the school, they have sufficient maturity to understand the request they are making (see section **Whose Rights?** below). A student of any age may ask a parent or other representative to make a subject access request on his/her behalf.

Indeed, while a person with parental responsibility will generally be entitled to make a subject access request on behalf of younger students, the law still considers the information in question to be the child's: for older students, the parent making the request may need to evidence their child's authority for the specific request.

Whether a student has sufficient maturity and understanding to exercise their own data protection rights will be considered on a case-by-case basis, taking account of the student's age, maturity and understanding, the nature of the request and the personal data concerned, and any other relevant circumstances.

#### Parental requests, etc.

It should be clearly understood that the rules on subject access are not the sole basis on which information requests are handled. Parents may not have a statutory right to information, but they and others will often have a legitimate interest or expectation in receiving certain information about students without their consent. The school may consider there are lawful grounds for sharing with or without reference to that student.

Parents will in general receive educational and pastoral updates about their children, in accordance with the Parent Contract. Where parents are separated, the school will in most cases aim to provide the same information to each person with parental responsibility but may need to factor in all the circumstances including the express wishes of the child.



All information requests from, on behalf of, or concerning students – whether made under subject access or simply as an incidental request – will therefore be considered on a case by case basis.

#### Consent

Where the School relies on consent as the lawful basis for processing personal data, the person who provided that consent may withdraw it at any time. Withdrawal of consent will not affect the lawfulness of any processing carried out before consent was withdrawn. Where consent relates to a child, the School will take account of the child's age, maturity and understanding and the circumstances in which the consent was originally provided.

There may be examples where we do rely on consent. Please be aware that the school may not be relying on consent but have another lawful reason to process the personal data in question even without your consent.

That reason will usually have been asserted under this Privacy Notice or may otherwise exist under some form of contract or agreement with the individual (e.g. an employment or parent contract, or because a purchase of goods, services or membership of an organisation such as an alumni or parents' association has been requested).

#### Whose rights?

The rights under Data Protection Law belong to the individual to whom the data relates. However, the school will often rely on parental authority or notice for the necessary ways it processes personal data relating to students – for example, under the parent contract, or via a form. Parents and students should be aware that this is not necessarily the same as the school relying on strict consent (see section on Consent above).

Where consent is required, it may in some cases be necessary or appropriate – given the nature of the processing in question, and the student's age and understanding – to seek the student's consent. Parents should be aware that in such situations they may not be consulted, depending on the interests of the child, the parents' rights at law or under their contract, and all the circumstances.

In general, the School may share appropriate information about a student with their parents or those with parental responsibility where there is a lawful basis for doing so, including for the purposes of keeping parents informed about the student's education, progress, behaviour and welfare. In deciding whether information should be shared, the School will take account of the student's age, maturity and understanding, the nature of the information concerned, the student's rights and welfare, and any other relevant circumstances.

However, where a student seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents, the school may be under an obligation to maintain confidentiality unless, in the school's opinion, there is a good reason to do otherwise; for example where the school believes disclosure will be in the best interests of the student or other students, or if required by law.

Students are required to respect the personal data and privacy of others, and to comply with the school's acceptable use policy and the school rules. Staff are under professional duties to do the same covered under the relevant staff policy.

#### **DATA ACCURACY AND SECURITY**

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. Individuals must please notify the school registrar of any significant changes to important information, such as contact details, held about them.

An individual has the right to request the correction of inaccurate personal data and, in certain circumstances, the completion of incomplete personal data or erasure of personal data, subject to the exemptions and limitations



provided by Data Protection Law. Please see the section on Your Rights above for further information.

The school 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. All staff and governors will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

Any actual or suspected personal data breach must be reported promptly to the School's Data Protection Officer. The School will investigate and manage personal data breaches in accordance with Data Protection Law and its internal procedures, including assessing whether the breach must be notified to the Information Commissioner's Office (ICO) and/or affected individuals within the applicable statutory timescales

#### **THIS POLICY**

The school will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

#### **QUERIES AND COMPLAINTS**

Any comments, queries or concerns about this Privacy Notice or the School's handling of personal data should, in the first instance, be directed to the School's Data Protection Officer (the Bursar).

If an individual remains dissatisfied, or believes that the School has not complied with Data Protection Law, the matter may also be raised with Geoff Marston, Compliance Director at Dukes Education, Dukes House, 58 Buckingham Gate, London, SW1E 6AJ, or via email at [Geoff.marston@dukeseducation.com](mailto:Geoff.marston@dukeseducation.com).

Individuals also have the right to lodge a complaint with the Information Commissioner's Office (ICO). The ICO recommends that individuals raise their concerns with the organisation concerned first, where appropriate, to give it an opportunity to resolve the matter.