



COPTHORNE
PREP

PRIVACY NOTICE

Who We Are

Cophthorne Prep School is a 'data controller' for the purposes of Data Protection Law; this means that the School determines how people's personal information is processed and for what purpose.

Cophthorne Prep School is registered at Cophthorne School Trust Ltd, Effingham Lane, Cophthorne, West Sussex, RH10 3HR. Company Number 1239211. Registered Charity number 270757.

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 pupils, their parents, carers or guardians (referred to in this policy as 'parents') and all other members of the School community including pupils registered to School's we work with as part of our outreach programme, contractors, visitors and neighbours. Collectively, we refer to these individuals in the Privacy Notice as the School's community.

This information is provided because Data Protection Law gives individuals the right to understand how their data is used. Staff, pupils, parents and members of our wider community are all encouraged to read this Privacy Notice and understand the School's obligations.

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 pupils;
- the School's policy on taking, storing and using images of children;
- the School's CCTV policy;
- the School's retention of records policy;
- the School's SEND, 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, eSafety policy, Social Media policy, Remote Working policy and Bring Your Own Device policy.

Anyone who works for, or acts on behalf of, the School (including staff, volunteers, Trustees and service providers) will be subject to suitable training and/or policies commensurate with their role.

Responsibility For Data Protection

The Data Protection Officer will deal with all your requests and enquiries concerning the School's use 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 Data Protection Officer can be reached by email – dataprotection@copthorneprep.co.uk.

Why The School Needs To Process Personal Data

In order to carry out its ordinary duties to staff, pupils, parents and members of our wider community, the School needs to process a wide range of personal data about individuals (including current, past and prospective staff, pupils and parents) as part of its daily operation.

Some of this activity the School will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with its staff, or parents of its pupils.

Other uses of personal data will be made in accordance with the School's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data.

The School expects that the following uses will fall within that category of its (or its community's) "**legitimate interests**":

- For the purposes of pupil selection (and to confirm the identity of prospective pupils and their parents);
- For the purposes of assessment for financial support;
- For the purposes of processing or assisting with visa applications;
- To provide education services, including musical education, physical training or spiritual development, career services, trips and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs, including where such services are provided remotely (either temporarily or permanently);
- Maintaining relationships with alumni and the School community, including direct marketing or fundraising activity;
- For the purposes of donor due diligence, and to confirm the identity of prospective supporters and their background and relevant interests;
- 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 pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend; and to provide references to potential employers of past pupils;
- To enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils of the School;
- To safeguard pupils' welfare and medical needs and provide appropriate pastoral care;
- To monitor (as appropriate) use of the School's IT and communications systems in accordance with the School's IT: acceptable use policy;
- To make use of photographic images of pupils 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;
- For security purposes, including CCTV in accordance with the School's policies;
- 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.

In addition, the School will on occasion need to process **special category personal data** (concerning 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 on it by law, including as regards

safeguarding and employment, or from time to time by explicit consent where required. These reasons will include:

- To comply with public health requirements in respect of Covid-19 (or similar) testing: including managing on-site testing and/or processing the results of tests taken by pupils or other members of the School community, and sharing this information with relevant health authorities;
- To safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so: for example for medical advice, for social protection, safeguarding and cooperation with police or social services, for insurance purposes or to caterers or organisers of School trips who need to be aware of dietary or medical needs;
- To provide educational services in the context of any special educational, physical or medical needs of a pupil;
- To provide spiritual education in the context of any religious beliefs;
- In connection with employment of its staff, for example DBS checks, welfare or pension plans;
- As part of any school or external complaints, disciplinary or investigation process that involves such data, for example if there are SEND, health or safeguarding elements; or
- For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care.

Types Of Personal Data Processed By The School

This will include by way of example:

- names, addresses, telephone numbers, email addresses and other contact details;
- car details for those who use our car parking facilities;
- bank details and other financial information, e.g. about parents who pay fees to the School or donors supporting the School, and any anti-money laundering information we are required to collect by law;
- current, past and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special educational, physical or medical needs), and examination scripts and marks;
- personnel files, including in connection with qualifications, employment or safeguarding;
- nationality and other immigration status information (eg right to work / study), including copies of passport information;
- where appropriate, information about individuals' health and welfare and contact details for their next of kin;
- references given or received by the School about pupils, and relevant information provided by previous educational establishments and/or other professionals or organisations working with pupils;
- correspondence with and concerning staff, pupils and parents past and present; and images of pupils (and occasionally other individuals) engaging in School activities, and images captured by the School's CCTV system (in accordance with the School's policy on taking, storing and using images of children).

How The School Collects Data

Generally, the School receives personal data from the individual directly (including, in the case of pupils, from their parents). This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).

However, in some cases personal data may be supplied by third parties (for example another school or other professionals or authorities working with that individual) or collected from publicly available resources.

Who Has Access To Personal Data And Who The School Shares It With

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).

Occasionally, the School will need to share personal information relating to its community with third parties, such as:

- appropriate contractors, such as visiting music teachers;
- professional advisers (for example lawyers, insurers, PR advisers and accountants);
- examination boards;
- Stage 3 complaints panels, which will include independent panel members;
- third parties and their advisers in the event of a possible or actual sale, merger or other restructuring of the school; government authorities (for example HMRC, Department for Education, police or the local authority); and
- appropriate regulatory bodies (for example the National College of Teaching and Leadership; Independent Schools Inspectorate, Charity Commission or the Information Commissioner).

Particularly strict rules of access apply in the context of:

- medical records held and accessed only by the School doctor and appropriate medical staff under his/her supervision, or otherwise in accordance with express consent; and
- pastoral or safeguarding files.

However, certain details relating to pupils' special educational, medical or physical needs will be provided to staff more widely so that they are able to provide the necessary care and education that the pupil requires.

The school needs to process such information to comply with statutory duties and to keep pupils and others safe, but the school will ensure only authorised staff can access information on a need-to-know basis. This may include wider dissemination if needed for school trips or for catering purposes. Express consent will be sought where appropriate.

However, a certain amount of any SEND pupil's relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires. Staff, pupils and parents are reminded that the School is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the LADO or police.

KCSIE also requires that, whenever a child leaves the School to join another school or college, his or her child protection file is promptly provided to the new organisation. The School will retain a copy in

accordance with its retention policy for material related to safeguarding matters.

For further information about this, please view the School's Safeguarding Policy.

Low-level concerns are recorded by staff on CHiP, in a bespoke module which stores holistic information about our students. The vast majority of those records do not meet statutory thresholds but should the need for a referral arise, accurate and chronological records of concern are accessible. The information on the module is shared on a need-to-know basis.

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.

How Long We Keep Personal Data

The School will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Typically, the legal recommendation for how long to keep ordinary staff and pupil personnel files is up to 7 years following departure from the School. However, incident reports, medical, safeguarding files or any other file will be kept much longer, in accordance with specific legal requirements and recommendations.

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 Data Protection Officer by email - dataprotection@copthorneprep.co.uk. 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 a request.

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

Please refer to the Retention of Records Policy for further information.

Keeping In Touch And Supporting The School

The School will use the contact details of parents, alumni and other members of the School community to keep them updated about the activities of the School, or parent and alumni events of interest, including by sending updates and newsletters, by email and by post. Unless the relevant individual objects, the School will also:

- Share personal data about parents and/or alumni, as appropriate, with organisations set up to help establish and maintain relationships with the School community;
- Contact parents and/or alumni (including via the organisations above) by post and email in order to promote and raise funds for the School and, where appropriate, other worthy causes;
- Collect information from time to time from reputable public sources about parents' and former pupils' occupation and activities and relevant interests, in order to assist the School's fundraising. The legal basis for collecting this information is your consent, where you have provided this, and otherwise our legitimate interest.
- Should you wish to limit or object to any such use, or would like further information about them, please email marketing@copthorneprep.co.uk. You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the School may need nonetheless to retain some of your details (not least to ensure that no more communications are sent to that particular address, email or telephone number).

Please refer to the Alumni Privacy Notice for further information.

Your Rights

- Rights of access

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 access or amend their personal data, or wishing it to be transferred to another person or organisation, should put their request in writing to the Data Protection Officer.

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 generally one month, but actually fulfilling more complex or multiple requests, e.g. those involving third party information, may take 1-2 months longer).

The School will be better able to respond quickly to smaller, targeted requests for information made during term time. If the request for information is manifestly excessive or similar to previous requests, the School may ask you to reconsider or require a reasonable fee for the administrative costs of complying with the request, or in certain cases refuse the request (but only where Data Protection Law allows it, and in accordance with relevant regulatory guidance).

- Requests that cannot be fulfilled

You should be aware that GDPR rights (including the right of access) are limited to your own personal data, and certain data is exempt. This will include information which identifies other individuals (and parents need to be aware that 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 received in connection with a legal action.

The School is also not required to disclose any pupil examination scripts (or other information consisting solely of pupil test answers, potentially including mock exam scripts or other types of exams / tests used to assess performance – although markers' comments may still be disclosable if they constitute pupil personal data). The School is also not required to provide examination or other test marks ahead of their ordinary publication date, nor share any confidential reference held by the school that was (or will be) given for the purposes of the education, training, appointment or employment of any individual.

You may have heard of 'the right to be forgotten'. However, we will sometimes have compelling reasons to refuse specific requests to amend or delete or stop processing your (or your child's) personal data; for example, for a legal requirement or where it falls within the legitimate interest identified in the Privacy Notice. Generally, if the school still considers the processing of the personal data to be reasonably necessary, it is entitled to continue. All such requests will be considered on their own merits.

- Pupil requests

Pupils 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 pupil of any age may ask a parent or other representative to make a request on his/her behalf.

Indeed, while a person with parental responsibility will generally be expected to make a subject access request on behalf of younger pupils, the law still considers the information in question to be the child's; for older pupils, the parent making the request may need to evidence their child's authority for the specific request. Requests not considered in the child's best interests may sometimes be refused.

Pupils aged 12 and above are generally assumed to have this level of maturity, although this will depend on both the child and the personal data requested, including any relevant circumstances at home. Slightly younger children may however be sufficiently mature to have a say in this decision depending upon the child and all the circumstances.

- Parental Requests

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

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 any legal requirements and the express wishes of the child.

All information requests from, on behalf of, or concerning pupils – 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 is relying on consent as a means to process personal data, any person may withdraw this consent at any time (subject to similar age considerations as above). Examples where we do not rely on this consent include: e.g. biometrics, certain types of use of images and certain types of fund raising activity. Please be aware however 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 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 pupils – for example, under the parent contract or via a form. Parents and pupils 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 pupil's age and understanding - to rely on the pupil's consent, either

alongside or in place of parental 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 will assume that pupils' consent is not required for ordinary disclosure of their personal data to their parents, e.g. for the purposes of keeping parents informed about the pupil's activities, progress and behaviour and in the interests of the pupil's welfare. That is, unless in the School's opinion, there is a good reason to do otherwise.

However, where a pupil 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 pupil or other pupils, or if required by law.

Pupils are required to respect the personal data and privacy of others and to comply with the School's ICT Acceptable Use policy for pupils and the School Rules. Staff are under professional duties to do the same, covered under the Staff Code of Conduct and ICT Acceptable Use Policy for Staff.

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 Secretary, HR Department, Finance Department, Medical Department or Alumni Officer as appropriate of any changes to information held about them.

An individual has the right to request that any inaccurate or out-of-date information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see above for details of why the School may need to process your data and who you need to contact if you disagree.

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 Trustees will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

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 or queries on this policy should be directed to the Data Protection Officer by email – dataprotection@cothorneprep.co.uk

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the School complaints or staff grievance procedure as appropriate and should also notify the Data Protection Officer. You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.

Key Terms

'Data Protection Law'

UK General Data Protection Regulation (UK GDPR) which sits alongside the UK Data Protection Act 2018 (DPA 2018).

'Data controller' means organisations, including independent Schools, that determine how people's personal data is processed and for what purpose.

'Data Subject' means any living person whose data the Data Controller processes.

'Processing' means any action in relation to that personal data, including filing and communication.

'Personal Data' includes everything from which a Data Subject can be identified.

Some categories of Personal Data are **'special category data'**, for example racial or ethnic origin, religious beliefs, health or biometric data. Extra protection is provided for these data.

Special Category Privacy Notices

This Privacy Notice is accompanied by supplementary privacy notices for Pupils under 12 years, Staff and Alumni.

Last Reviewed Date: June 2026

Next Review Date: January 2027