



## PRIVACY NOTICE FOR PROSPECTIVE PUPILS, CURRENT PUPILS, PARENTS AND ALUMNI

### INTRODUCTION

Eton College (the College) is a registered charity. Its official name is The Kynge's College of our Ladye of Eton beside Windesore and its registered charity number is 1139086.

For the purposes of any applicable data protection laws in England and Wales, including the Data Protection Act 2018, the UK General Data Protection Regulations and General Data Protection Regulation EU 2016/679, the College is the data controller of your personal data. The College has appointed a Data Protection Lead (Mr M Brooks, Clerk and Legal Advisor to the Provost & Fellows) who can be contacted via email at [dataprotection@etoncollege.org.uk](mailto:dataprotection@etoncollege.org.uk) should you have any concerns.

This Privacy Notice is intended to provide information about how the College will collect, use and hold (or "process") personal data about individuals including: current, past and prospective pupils; and their parents, carers or legal guardians (referred to in this policy as "parents") along with their educational guardians. This information is provided because data protection law gives individuals rights to understand how their data is processed and what their rights are in respect of the data held.

The College will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be notified via the College website and to you directly, as far as is reasonably practicable.

This Privacy Notice was last updated on 22<sup>nd</sup> April 2025.

### WHY THE COLLEGE PROCESSES PERSONAL DATA

In order to fulfil its duties to pupils (past, present and prospective) parents and educational guardians, the College needs to process a wide range of personal data as part of its daily operations.

Some of this the College will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with parents or pupils. Other uses of personal data will be made in accordance with the College'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 College considers that the following uses will fall within the category of "legitimate interests":

- For the purposes of pupil selection, to confirm the identity of prospective pupils and their parents, and retain a record (if appropriate) for the purposes of future applications or openings.
- To carry out credit, identity and source of funds checks, whether with previous schools and/or third party sources or service providers, including for the purposes of verifying that parents are not subject to (or within the purview of) sanctions.
- To provide education services (including musical education, physical training or spiritual development, career services, and extra-curricular activities to pupils), and monitoring pupils' progress and educational needs, including where such services are provided remotely (either temporarily or permanently).
- To report to and liaise with parents about their child's progress, welfare and development including by way of regular reports and parents' evenings.
- To organise and manage meetings, events and social engagements for pupils and parents.

- To maintain relationships with alumni and the College community, including by direct marketing or fundraising activities.
- For the purposes of donor due diligence, and to confirm the identity of prospective donors 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.
- To enable relevant authorities to monitor the College's performance and to intervene or assist with incidents as appropriate.
- To give and receive information and references about past and current 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.
- To safeguard pupils' health and welfare and provide appropriate pastoral care (including following the requirements and recommendations of the government's statutory guidance).
- To monitor (as appropriate) use of the College's IT and communications systems in accordance with the College's Acceptable Use Policy.
- To make use of photographic images of pupils in College publications, on the College website and (where appropriate) on the College's social media channels.
- For security purposes, including biometrics and CCTV.
- For the prevention and detection of crime, and in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.
- For regulatory record keeping / compliance purposes in respect of immigration requirements, as a visa sponsor.
- To carry out or cooperate with any College or external complaints, disciplinary or investigation process.
- To promote the College to prospective parents and pupils.
- Where otherwise reasonably necessary for the College's purposes, including to obtain appropriate professional advice and insurance for the school.

In addition, the College will on occasion need to process special category personal data (concerning health, ethnicity, religion, biometrics or sexual life) in accordance with rights or duties imposed by law, including as regards safeguarding, or from time to time by explicit consent where required. These reasons will include:

- 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 a pupil's health / medical condition or other relevant information where it is in the pupil's interests to do so: for example for emergency medical care, to arrange the assessment and diagnosis of a pupil's health and medical conditions and special educational needs, 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 made aware of dietary or medical needs.
- To comply with public health requirements.
- To provide educational services in the context of making reasonable adjustments for a pupil's disability and/or any special educational needs of a pupil.
- To provide spiritual education in the context of any religious beliefs.
- To run any of our systems that operate on biometric data.
- As part of any College or external complaints, disciplinary or investigation process that involves such data, for example if there are SEND, health or safeguarding elements.
- For legal and regulatory purposes (for example child protection, diversity monitoring, health and safety and immigration / visa sponsorship compliance) and to comply with its legal obligations and duties of care.

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

The personal data the College processes takes different forms – it may be factual information, expressions of opinion, images or other recorded information etc.

Examples include:

- Name, title, date of birth, addresses, telephone numbers, e-mail addresses and other contact details.
- Details of family members.
- Biometric information (for the use of Tap).
- Bank details and other financial information, e.g. about parents (or others) who pay fees to the College, and any source of funds and/or anti-money laundering information it is required to collect by law.
- Past, present and prospective pupils' academic, disciplinary, admissions, safeguarding and attendance records, and examination scripts and marks.
- Nationality and other immigration status information (eg right to enter, live and study in the United Kingdom), including copies of passport information.
- Information about your racial or ethnic origin; religion or similar beliefs and sexual orientation.
- Information about pupils' health and medical conditions, special educational needs and family circumstances / living arrangements.
- Contact details for next of kin or educational guardians.
- Examination results and corresponding unique identification number.
- References given or received by the College about pupils, and relevant information provided by previous educational establishments and/or other professionals or organisations working with pupils.
- Correspondence with and concerning pupils and parents (past and present).
- Images of pupils (and occasionally other individuals) engaging in College activities, and images captured by the school's CCTV system.
- Technical data when viewing the College's website or social media channels, such as IP address, login data, browser type and version, URL, viewing data, pages viewed or searched and the length of the visit.

Particularly strict rules of access apply in the context of “special category” data, most notably:

- health and medical / special needs records.
- pastoral or safeguarding files.

### **Medical / health / special needs data**

The College needs to process such information to comply with statutory duties and to keep pupils and others safe, but the College 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 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.

### **Safeguarding data**

The College is under duties imposed by law and statutory guidance, including Keeping Children Safe in Education (KCSIE) 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 notes on personnel or safeguarding files, low-level concerns records kept about adults (which may include references to pupils or family members), and in some cases referrals to relevant authorities such as the LADO, Children's Services, CAMHS or the police.

KCSIE also requires that, whenever a child leaves the College to join another school, their child protection file is promptly provided to the new organisation, along with any other information which the College's Designated Safeguarding Lead considers material to the ongoing care needs of any pupil.

Where appropriate, the College will consult with parents as to how these needs are best served, but ultimately the decision as to what information is necessary to share with the new school is a safeguarding question that must be reserved to the College. The College will retain a copy of the child protection file in accordance with its retention policy for material related to safeguarding matters.

## **HOW THE COLLEGE COLLECTS DATA**

Generally, the College 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). Additionally, as you interact with our website or social media platforms, we may automatically collect technical and usage data by using cookies and other similar data. In some cases personal data will be supplied by third parties (for example another school, or other professionals or authorities, or third-party service providers who credit and identity check parents and their source of funds); or collected from publicly available sources.

## **WHO HAS ACCESS TO YOUR PERSONAL DATA AND WHO IS IT SHARED WITH**

For the most part, personal data collected by the College will remain within the College and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). However, some functions may be outsourced e.g. accounting, IT, cloud storage / records management, monitoring, mailing etc. In accordance with data protection law, this type of external data processing is always subject to contractual assurances that personal data will be kept securely and used only in accordance with the College's specific directions.

In appropriate circumstances, the College will need to share personal information relating to its community of pupils and parents with third parties, such as:

- appropriate contractors, such as sports coaches, photographers etc.
- professional advisers (e.g. lawyers, insurers, PR advisers and accountants).
- examination boards.
- the School Doctors.
- Stage 3 complaints panels, which may include independent panel members such as when a complaint is raised (and in accordance with the College's Parental Complaints Procedure, this requires the involvement of independent panel members).
- government authorities (e.g. HMRC, DfE, CAFCASS, police, Home Office, a relevant public health / NHS body and / or local authority) and/or appropriate regulatory bodies e.g. the Teaching Regulation Agency, the Independent Schools Inspectorate, the Charity Commission etc.
- Travel agencies or tour operators in the case of school trips.
- The Old Etonians Association or other OEA led activity groups.

Some of the College's systems are provided by third parties e.g. hosted databases, the website, school calendar, school post, parent portal or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with the College's specific directions.

The College may, in specific circumstances need to share your personal data with third-parties who have made a legitimate request under data protection law, or where required as part of a legislative response.

## **HOW LONG THE COLLEGE KEEPS PERSONAL DATA FOR**

The College 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 parent and pupil files is up to 7 years following departure from the College. However, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements.

If you have any specific queries about how the College's 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 Lead on [dataprotection@etoncollege.org.uk](mailto:dataprotection@etoncollege.org.uk) or via post at Data Protection Lead, Eton College, Windsor, Berkshire, SL4 6DW. However, please bear in mind that the College 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 also be kept for archiving purposes, and even where you have requested that the College no longer keeps in touch with you, it will need to keep a record of the fact in order to fulfil your wishes (called a "suppression record").

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

The College will use the contact details of parents, alumni and other members of the school community to keep them updated about the activities of the College, or alumni and parent events of interest, including by sending updates and newsletters, by email and by post.

Unless the relevant individual objects, the College 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 by post and email in order to promote and raise funds for the College and, where appropriate, other worthy causes.
- Collect information from publicly available sources about parents' and former pupils' occupation and activities, in order to maximise the College's fundraising potential.

Should you wish to limit or object to any such use, or would like further information, please contact the College in writing. You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the College is nonetheless likely to retain some of your details (not least to ensure that no more communications are sent to that address, email or telephone number).

## **YOUR RIGHTS**

Individuals have various rights in respect of their personal data which the College holds or processes:

- to obtain access to, and copies of, the personal data that is held about them.
- to require the College to correct the personal data it holds about them if it is incorrect.
- to require the College (in certain circumstances) to erase their personal data.
- to request that the College restricts its data processing activities (where its processing is based on consent, that consent may be withdrawn, without affecting the lawfulness of its processing based on consent before its withdrawal).
- to receive from the College the personal data it holds about them, in a reasonable format specified by the data subject, including for the purpose of transmitting that personal data to another data controller.
- to object, on grounds relating to their particular situation, to any of the College's particular processing activities where they feel this has a disproportionate impact on their rights.

Please note that the above rights are not absolute, and the College may be entitled to refuse to facilitate the exercise of their rights where exceptions apply. The College will endeavour to respond to any requests as soon as is reasonably practicable and in any event within statutory time-limits (which is generally one month, but fulfilling more complex or multiple requests, e.g. those involving third party information, may take 1-2 months longer).

### **Rights of access:**

The College will be better able to respond quickly to smaller, targeted requests for information made during term time. If the request for information is excessive or similar to previous requests, the College

may ask you to reconsider or clarify the request, or in certain cases refuse the request such as when it appears manifestly unfounded or excessive.

If you consider that the personal data the College holds is inaccurate, please let the College know. However, the College will not necessarily delete or amend views, opinions, notes or records purely on the request of an individual who disputes the account, although it may keep a record of all parties' viewpoints.

**Requests that cannot be fulfilled:**

You should be aware that UK 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 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 College, or documents prepared in connection with a legal action, or where a duty of confidence is owed by a legal adviser).

The College is also not required to:

- 1) 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); or
- 2) provide examination or other test marks ahead of their ordinary publication date, nor share any confidential reference held by the College 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, the College will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your (or your child's) personal data: for example, a legal requirement, or where it falls within a proportionate legitimate interest identified in this Privacy Notice. Generally, if the College 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.

**Requests by or on behalf of pupils:**

Pupils can make subject access requests for their own personal data, provided that, in the reasonable opinion of the College, they have sufficient maturity to understand the request they are making. A pupil of any age may ask a parent or other representative to make a subject access request on their behalf.

Indeed, while a person with parental responsibility will generally be entitled 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.

All pupils at the College are generally assumed to have the requisite level of maturity, although this will depend on both the child and the personal data requested, including any relevant circumstances at home.

**Parental requests:**

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 pupils without their consent. The College 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 College 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, court orders, or pastoral issues.

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 College is relying on consent as a means to process personal data, any person may withdraw this consent at any time. Examples where consent may be relied on are biometrics, certain types or uses of images, certain types of fundraising activity etc. Please be aware however that the College 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. the parent contract, or because a purchase of goods, services or membership of an organisation such as an alumni has been requested).

**Whose rights:**

The rights under data protection law belong to the individual to whom the data relates (the data subject). However, the College 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 College 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 seek 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 other relevant circumstances.

In general, the College 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 College'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 College may be under an obligation to maintain confidentiality unless, in the College's opinion, there is a good reason to do otherwise; for example where the College 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 College's Acceptable Use Policy and the School Rules.

## **DATA ACCESS AND SECURITY**

The College will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals are required to notify the College of any significant changes to important information, such as contact details, held about them.

The College 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 College systems. The College does not transfer personal data outside of the European Economic Area unless it is satisfied that the personal data will be afforded an equivalent level of protection.

## **QUERIES AND COMPLAINTS**

Any comments or queries about how your personal data is used by the College should be directed to the Data Protection Lead using the following contact details.

- Email - [dataprotection@etoncollege.org.uk](mailto:dataprotection@etoncollege.org.uk)
- Telephone - 01753 370542
- Post - Data Protection Lead, Eton College, Windsor, Berkshire, SL4 6DW

If you believe that the College has not complied with this Privacy Notice or acted otherwise than in accordance with data protection law, you should notify the Data Protection Lead.

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 College before involving the regulator. You can also find out more about your rights under data protection law from the ICO website available at [www.ico.org.uk](http://www.ico.org.uk).