



## Shebbear College Cookie Policy

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### Introduction

This policy sets out how the website available at shebbearcollege.co.uk (**Website**) uses cookies.

### What is a cookie?

Cookies are small text files which a website may put on your computer or mobile device when you first visit that website. Cookies are widely used by websites to help remember small amounts of information and give you a better experience when using the website.

Certain cookies contain a limited amount of personal information. For example, if you click “remember me” when logging in, a cookie will store your username (which could be, for example, your email address). However, most cookies used on our Websites will not collect information that identifies you, and will instead collect more general information to help us analyse how well our Website is performing so we can improve it.

### How we use cookies

We use 'traffic log' cookies to identify which pages of our Website are being used. This helps us analyse data about web page traffic and improve our Website. We only use this information for statistical analysis purposes and then the data is removed from the system.

The table below explains the cookies we use and why:

Name Of Cookie	Type	Purpose
_ga	Persistent	A cookie used by Google Analytics to track website traffic.
_gid	Persistent	A cookie used by Google Analytics to track website traffic.
_gat	Persistent	A cookie used by Google Analytics to track website traffic.
_gali	Persistent	A cookie used by Google Analytics to track website traffic.
Google Analytics	Persistent	A cookie used by Google Analytics to track website traffic.
catAccCookies	Persistent	Cookie set by the UK cookie consent plugin to record that you accept the fact that the site uses cookies.
SESSION	Session Cookie	Stores information securely while you are visiting the Websites.

Name Of Cookie	Type	Purpose
AppNexus Cookies: Sess uid2	Targeting/advertising cookie	Helps to create an online profile of you: <a href="http://www.guardian.co.uk/technology/2012/apr/23/adnxs-tracking-trackers-cookies-web-monitoring">http://www.guardian.co.uk/technology/2012/apr/23/adnxs-tracking-trackers-cookies-web-monitoring</a> .
DoubleClick Cookies: Test_cookie IDE	Targeting/advertising cookie	DoubleClick is a business owned by <a href="#">Google</a> that makes it money from online advertisers and publishers. This cookie will let advertisers control how often an ad is shown to a browser, how long it is shown for and how often it will appear.
.scorecardresearch.com UID UIDR	Session cookies or tracking cookies	Tracking provided to scorecard research, part of ComScore via Share This plugin.
Facebook cookie: Fr	Session cookies or tracking cookies	Cookies set for facebook link and interactivity.
Instagram cookies: Rur csrftoken mid urlgen	Session cookies or tracking cookies	Cookies set for Instagram link and interactivity.
.youtube.com cookies: YSC PREF VISITOR_INFO1_LIVE	Session cookies or tracking cookies	Cookies set for youtube link and interactivity.
Linked In cookies: JSESSIONID land bcookie lidc	Session cookies or tracking cookies	Cookies set for Linked In link and interactivity.
Twitter cookies: <i>Twitter</i> sess personalization_id guest_id external_referer ct0	Session cookies or tracking cookies	Cookies set for Twitter link and interactivity.

### How to remove or block cookies

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of our Website.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

[To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.]



## **SHEBBEAR COLLEGE PRIVACY NOTICE**

### **WHO WE ARE**

Shebbear College (the College) is part of the Methodist Independent Schools Trust (MIST), a charitable company registered in England and Wales with charity registration number 1142794. The company registration number is 7649422 and the registered office is at 25 Marylebone Road, London NW1 5JR.

The College address is Shebbear College, College Road, Shebbear, Beaworthy, Devon, EX21 5HJ.

Any reference in this Privacy Notice to "Shebbear College" or "The College" includes Shebbear College Senior School, Shebbear College Preparatory School, Shebbear College Kindergarten and Shebbear College Enterprises Ltd.

The College is a data controller for the purposes of Data Protection Law.

### **WHAT THIS PRIVACY NOTICE IS FOR**

This policy is intended to provide information about how the College will use (or "process") personal data about individuals including: its staff <sup>1</sup>; its current, past and prospective pupils; 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 pupils 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 College 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 College's other relevant terms and conditions and policies, including:

- any contract between the College and its staff or the parents of pupils;
- the College's policy on taking, storing and using images of children;
- the College's CCTV policy;
- the College's retention of records policy;
- the College's safeguarding and pastoral policies;

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<sup>1</sup> Staff includes employed and self-employed personnel, volunteers and governors.

- the College's Health and Safety policy, including how concerns or incidents are recorded; and
- the College's IT policies, including its Acceptable Use policy and eSafety policy.

Anyone who works for, or acts on behalf of, the College (including staff, volunteers, governors and service providers) should also be aware of and comply with this Privacy Notice and the College's Data Protection policy for staff, which also provides further information about how personal data about those individuals will be used.

## RESPONSIBILITY FOR DATA PROTECTION

- The College has appointed the Bursar as the Data Protection Lead who will deal with all your requests and enquiries concerning the College'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.

Requests and enquiries should be sent to the Data Protection Lead by E-mail at [dpl@shebbearcollege.co.uk](mailto:dpl@shebbearcollege.co.uk) or by post using the College's postal address above.

## WHY THE COLLEGE NEEDS TO PROCESS PERSONAL DATA

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

Some of this activity the College 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 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 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);
- 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;
- Maintaining relationships with alumni and the College community, including direct marketing or fundraising activity;
- For the purposes of donor due diligence and to confirm the identity of prospective donors and their background and relevant interest;
- 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 College'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 College;
- To safeguard pupils' welfare and provide appropriate pastoral care;
- To monitor (as appropriate) use of the College's IT and communications systems in accordance with the College's IT 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 in accordance with the College's policy on Taking, Storing and Using Images of Children;
- For security purposes, including CCTV in accordance with the College's CCTV policy;
- To carry out or cooperate with any school or external complaints, disciplinary or investigation process; and
- 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 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 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 College trips who need to be made aware of dietary or medical needs;
- To provide educational services in the context of any special educational 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, union membership or pension plans;
- As part of any College or external complaints, disciplinary or investigation process that involves such data, for example if there are SEN, 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, 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 pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- past, present and prospective parents' employment information
- 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 College 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 College activities, and images captured by the school's CCTV system (in accordance with the College's policy on Taking, Storing and Using Images of Children);
- information relating to past, present and prospective College personnel

## **HOW THE SCHOOL 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).

However in some cases personal data will 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**

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

- professional advisers e.g. lawyers, insurers and accountants;
- government authorities e.g. HMRC, DfE, police or the local authority;
- the Old Shebbearians Association (alumni);
- appropriate regulatory bodies e.g. Independent Schools Inspectorate, National College of Teaching and Learning, Department for Education and the Information Commissioner.
- external Bursary Trusts.

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). Particularly strict rules of access apply in the context of:

- medical records held and accessed only by the school doctor and appropriate medical staff and the Designated Safeguarding Lead (if appropriate), or otherwise in accordance with express consent
- pastoral, child protection or safeguarding files.

However, a certain amount of any SEN 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 College 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 LADO or police. For further information about this, please view the College's Safeguarding Policies<sup>2</sup>.

For the purposes of maintaining a safe and secure environment, the College reserves the right to monitor all internet traffic through its filtering systems and all domain joined devices through e-Safe monitoring software and services.

Finally, in accordance with Data Protection Law, some of the College's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage and social media providers<sup>3</sup>. Where possible this is subject to contractual assurances that personal data will be kept securely and only in accordance with the College's specific directions.

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

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 staff and pupil personnel 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 our retention policy, 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 [dpl@shebbearcollege.co.uk](mailto:dpl@shebbearcollege.co.uk). However, please bear in mind that the College may have lawful and necessary reasons to hold on to some personal data even following such a request.

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<sup>2</sup> Safeguarding policies include: Safeguarding and Child Protection, On-line Safety and Prevent

<sup>3</sup> Third party terms and conditions apply e.g. Facebook, Twitter, Instagram, YouTube

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").

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

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 school, or alumni and parent 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, such as the Old Shebbearian's Association and MIST (Methodist Independent Schools Trust);
- 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;
- Should you wish to limit or object to any such use, or would like further information about them, please contact the Bursar in writing. You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the school is nonetheless likely to retain some of your details (not least to ensure that no more communications are sent to that particular address, email or telephone number).

## **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 College, 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, or who has some other objection to how their personal data is used, should put their request in writing to the Data Protection Lead.

The College 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 College will be better able to respond quickly to smaller, targeted requests for information. If the request for information is manifestly excessive or similar to previous requests, the College may ask you to reconsider, or require a proportionate fee, but only where Data Protection Law allows it.

## **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 College, or documents prepared in connection with a legal action.

The College is also not required to disclose any pupil examination scripts (or other information consisting solely of pupil test answers), provide examination or other test marks ahead of any ordinary publication, nor share any confidential reference given by the College itself for the purposes of the education, training 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, delete or stop processing your (or your child's) personal data: for example, a legal requirement, or where it falls within a legitimate interest identified in this Privacy Notice. 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 College, 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 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 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.

Pupils aged 13 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 on the child and the circumstances.

## **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 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 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 College 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 rely on consent include certain types of uses of images and certain types of fund raising activities. 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. 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 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 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 seek the pupil'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 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, 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 relevant policies, e.g. IT: Acceptable Use Policy and the College rules. Staff are under professional duties to do the same covered under the relevant staff policies.

## **DATA ACCURACY 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 must please notify the College Receptionist of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out-of-date, irrelevant or inaccurate or 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 College may need to process your data and who you may contact if you disagree.

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

## **THIS NOTICE**

The College 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 Lead using the email address [dpl@shebbearcollege.co.uk](mailto:dpl@shebbearcollege.co.uk).

If an individual believes that the College has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the College's complaints / grievance procedure and should also notify the Bursar. 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.

Further advice and information is available from the Information Commissioner's Office, [www.ico.gov.uk](http://www.ico.gov.uk) or telephone 01625 545745.

**May 2018**