SHREWSBURY HOUSE SCHOOL TRUST

PRIVACY NOTICE FOR PUPILS AND PARENTS

This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (UK GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relates to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

This Privacy Notice applies to all pupils and parents, 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.

The Trust has appointed the Bursar (Group Prep Schools) as the Data Protection Lead (DPL), who will deal with any requests or enquiries concerning the Trust's processing of your personal data and endeavour to ensure that all personal data is processed in compliance with this policy and data protection law. You can contact the Trust's DPL at: Bursar, SHS Trust, 107 Ditton Road, Surbiton, KT6 6RL or bursar@shstrust.net

Who we are

Shrewsbury House School Trust Limited, is a company registered in England and Wales (the "Trust"). Our company registration number is 01411417, our charity registration number is 277324 and our registered office is at 107 Ditton Road, Surbiton, KT6 6RL. The Trust comprises Shrewsbury House School and The Rowans School and is part of the St Paul's School Group.

Why do we collect and use pupil information?

Shrewsbury House School Trust is also a "joint data controller" alongside the St Paul's School Group schools in respect of certain processing activities involving personal data of pupils and parents from schools within the Group.

This notice does not form part of any contract to provide services and we may update this notice at any time.

It is important that you read this notice with any other policies mentioned within this privacy notice, so that you are aware of how and why we are processing your information, what your rights are under data protection legislation and the procedures we take to protect your personal data.

We collect and use lots of information on pupils to assist in running the school and to ensure there is appropriate support and welfare available. We also use the information as we are required to tell certain people about who is at school and what happens here.

We are allowed to collect information on you for the following reasons:

- Legitimate interests. This means that the School is using your information when this is necessary for the School's legitimate interests or someone else's legitimate interests. We won't rely on this basis when your son's interests and fundamental rights override our legitimate interests.
- Legal obligation. Where the School needs to use your child's information in order to comply with a legal obligation, for example to report a concern about your son's wellbeing to Children's Services. We will also have to disclose your son's information to third parties such as the courts, the local authority or the police where legally obliged to do so.
- Vital interests. In limited circumstances we may use your son's information to protect your son's vital interests or the vital interests of someone else (e.g. if your son or they are seriously hurt).
- Performance of a task carried out in the public interest (or carrying out public tasks). This applies where what we are doing is for the benefit of people generally.
- Substantial public interest. The school is allowed to use special categories of personal information, where doing so is necessary in the substantial public interest. This is similar to "public interest" in the table above. For example, the school will use information about your son's health to look after him. We may also use other types of special category personal data about your son to provide him with an education, to look after your son and his classmates or when the school is inspected.
- Employment and social protection and social security law. There will be times when the school needs to use your son's information because we are an employer. Also, the school will use your son's information to comply with social protection law (e.g. to look after your son) and social security laws. Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.
- Legal claims. The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers. This applies whenever sharing special category data is necessary in relation to legal claims.
- Medical purposes. This includes medical treatment and the management of healthcare services.

More than one basis

As you will see from the information above, in some cases we will rely on more than one basis for a particular use of your information. In addition, we may move from one of the legal bases listed above to another as circumstances change. For example, if we become really worried about your wellbeing, we may start to rely on "legal obligation" to share personal information with the local authority in addition to the other legal bases which are noted for looking after you.

We use the pupil information to:

- support pupil learning;
- monitor and report on pupil progress;
- provide appropriate pastoral care;
- assess the how well we, and you, are doing;

- record your selection for teams, concerts, trips, music lesson and activities;
- comply with the law regarding data sharing.

The information that we collect, hold and share includes:

- Admission forms. These give us lots of personal information about the pupil. We get information from the pupil's parents and the pupil's current teachers. The pupil's previous school may also give us information (if age appropriate) so that we can teach and care for the pupils.
- Characteristics (such as ethnicity, language, nationality, and country of birth).
- Attendance information (such as lessons attended, number of absences and absence reasons).
- Assessment information (how well the pupils are doing in tests, homework and exams).
- Sometimes we get information from the pupil's doctors and other professionals where we need this to look after the pupil.
- Any information that helps us support any special educational needs the pupil may have.
- Any information that helps us support behaviour management.
- We may need to report some of the pupil's information to the government. For example, we may need to tell the local authority if we have any concerns about the pupil's welfare.
- Any dietary requirements the pupil may have.
- CCTV to make sure the school sites are safe and that pupils are well enough to attend school. CCTV is not used in private areas such as changing rooms or lavatories.
- With parental consent (or pupil's consent if age appropriate), we may use photographs or videos of the pupil for the school's websites and social media sites or prospectus to show prospective pupils what we do here and to advertise the school. We may continue to use these photographs and videos after the pupil has left the school. The consent in normally given when your parents sign the parental terms and conditions.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- Medical information about pupils to ensure that we can properly support and treat them to ensure the health and wellbeing of themselves and other pupils.
- Recordings of remote lessons to help the school ensure it is providing a high standard of teaching, pastoral support and that the pupils and teachers are behaving appropriately.

The DPL is the person responsible at our schools for managing how we look after personal information. The Bursar can answer any questions which you may have about how we use pupil's personal information.

Collecting pupil information

Whilst the majority of pupil information we require is provided to us by the pupil or their parents, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulations, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing pupil data

We normally hold pupil data for up to seven years after the pupil leaves the school, or longer if required to by law. The Trust has a policy called the Data Retention Policy which explains how long it will hold each bit of information on pupils.

Who do we share pupil information with?

We routinely share pupil information with companies or organisations such as:

- schools that the pupil goes to after leaving us;
- our local authorities;
- the Department for Education (DfE);
- a wide range of companies that support the education of the pupils, such as SchoolBase (School data), SOCS (sport and music), Google (teaching), Evolve (trips), Microsoft and GL Assessment, Sparx Maths, tooled up and Century Tech (education), Vectare (transport;
- the Independent School Inspectorate;
- examination centres, such as ABRSM (music) and LAMDA (acting exams);
- the catering company to allow them to support pupils with allergies and dietary requirements;
- companies that the school uses for marketing purposes.

Why we share pupil information

Occasionally, the schools will need to share personal information relating to its community or to support the pupils' education, with third parties (other companies or organisations). Normally the information we hold on the pupils will remain within the school, and will be used in the way we tell them to use it, by appropriate individuals and only in accordance with access rules.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education go to: https://www.gov.uk/education/data-collection-and-censuses-for-schools

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or a pupil's information, contact the DPL.

You also have the right to:

- object to processing of data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection Regulations. We will tell you if your information has been lost or given to someone it should not have been.

Data Subject Complaints

Individuals have the right to make a complaint directly to us if they believe their data protection rights have been breached. We will acknowledge receipt within 30 days and provide a substantive response without undue delay. If you are not satisfied with our response, you may escalate the matter to the Information Commissioners Office (ICO).

Further information about how the School handles data protection complaints can be found in Appendix 1 of the Data Protection Policy. Complaints can be made in writing to the Trust Bursar: bursar@shstrust.net

Contact and Complaints

If you have a concern about the way we are collecting or using a pupil's personal data, please raise your concern with us in the first instance or directly to the Information Commissioner's Office: www.ico.org.uk
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. This Privacy Notice was last updated on **3rd June 2026**.

If you would like to discuss anything in this privacy notice, please contact the Bursar / DPL on: bursar@shstrust.net or by calling 020 8399 3066.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.