HURSTPIERPOINT COLLEGE

Privacy Notice

A. Who We Are

We are Hurstpierpoint College Ltd, a charitable company registered in England and Wales. Our charity registration number is 1076498, our company registration number is 3779893 and our registered office is at Hurstpierpoint College, College Lane, Hurstpierpoint, Hassocks, West Sussex BN6 9JS.

The College is the data controller for the purposes of Data Protection Law and is registered with the Information Commissioner's Office under registration reference Z7510412

In this Privacy Notice "Data Protection Law" means the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (as amended by the Data (Use and Access) Act 2025) and the Privacy and Electronic Communications Regulations 2003 (PECR).

This Privacy Notice covers the operations of Hurstpierpoint College ('the College') including the College Senior School, the Prep School, the Pre-Prep. It also includes the operations of the College's subsidiary companies as well as the Hurst Society and the Hurst Foundation.

B. What this Privacy Notice is for

This notice is intended to provide information about how the College will use (or 'process') personal data about individuals including: its staff, governors and volunteers; its current, past and prospective pupils; their parents, carers or guardians (referred to in this notice as 'parents'); alumni, donors and friends of the College; and visitors and contractors.

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 College's obligations to its entire community.

This Privacy Notice applies alongside the summary privacy notices the College publishes for parents, pupils, staff, governors and alumni, and 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 Data Protection Policy and Data Protection Complaints Procedure
- the College's codes of conduct for Photographs and Videos and Communicating with Pupils;
- the College's Use of Images policy;
- the College's CCTV policy;
- the College's Retention of Records policy;
- the College's Safeguarding, Pastoral, or Health and Safety policies, including as to how concerns or incidents are recorded; and
- the College's IT policies, including its Acceptable Usage policy, eSafety policy, Laptop policy and EYFS Mobile Devices: Acceptable Use polic.

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.

C. Responsibility for Data Protection

The College has appointed the Bursar as Data Compliance Officer, 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 notice and Data Protection Law.

The Data Compliance Officer may be contacted at bursar@hppc.co.uk or by post at the College address above.

D. 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 ('legal obligation') or to perform a contract ('contract'), including a contract with its staff or the parents of its pupils. These include:

- safeguarding and child protection duties, including under Keeping Children Safe in Education and the Independent School Standards;
- safer recruitment checks, including enhanced DBS, barred list, prohibition and section 128 checks;
- right to work checks and, where the College sponsors workers, its duties as a UK Visas and Immigration sponsor licence holder;
- tax, payroll, pension and VAT obligations, including the record keeping required by HMRC;
- admissions and attendance registers and returns to the Department for Education and local authorities; and
- health and safety, equality and employment law obligations.

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. Legitimate interests are not on their own a lawful basis for special category data (see below).

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 wider 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;
- 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 recover unpaid fees and other sums owed to the College, including through a debt recovery agent or legal proceedings;
- To carry out online searches on shortlisted candidates for employment as part of safer recruitment, as Keeping Children Safe in Education recommends;
- 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 College 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 College.

Where the College relies on consent (for example for certain uses of images and certain types of fundraising communication) it will say so when it asks for that consent.

In addition, the College will on occasion need to process special category personal data (concerning health, ethnicity, religion, biometrics, sex life or sexual orientation) or criminal records information (such as when carrying out DBS checks). It will do so only where a condition in Article 9 of the UK GDPR and, where relevant, Schedule 1 of the Data Protection Act 2018 applies. These include where processing is necessary for employment and social protection law obligations, for reasons of substantial public interest (including safeguarding children and individuals at risk, and equality monitoring), to protect someone's vital interests, for the provision of health care, for legal claims or, where required, with explicit consent. The College maintains an Appropriate Policy Document for this processing. 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 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.

E. Types of personal data processed by the College

This will include by way of example:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- identity documents and right to work information;
- car details (about those who use our car parking facilities);
- bank details and other financial information, e.g. about parents who pay fees to the College, including fee account and payment history and information provided in support of bursary applications;
- past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- personnel files, including in connection with academics, employment or safeguarding, and pre-employment check results, pay, tax, pension and absence records;
- 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;
- information about donations and Gift Aid declarations;
- and
- images of pupils (and occasionally other individuals) engaging in College activities, and images captured by the College's CCTV system (in accordance with the College's policy on taking, storing and using images of children).

F. 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 e-mail 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 (such as electoral registers and telephone directories in order to obtain current contact details, or company websites, Companies House and press reports for the fundraising research described in section J).

For job applicants the College also obtains information from referees, the DBS, the Teaching Regulation Agency and online searches carried out on shortlisted candidates.

G. Who has access to personal data and who the College 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, PR advisers, accountants and auditors);
- government authorities (e.g. HMRC, Companies House, DfE, UK Visas and Immigration, police or the local authority, including the Local Authority Designated Officer);
- appropriate regulatory bodies (e.g. the Teaching Regulation Agency, the Independent Schools Inspectorate, the Charity Commission or the Information Commissioner);
- examination boards, the Joint Council for Qualifications and UCAS;
- pension providers, including TPT Retirement Solutions and Teachers' Pensions;
- the College's debt recovery agent, Westbury Collections, in connection with unpaid fees;
- the Woodard Corporation; and
- the College's alumni association, The OJ Club.

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 College's medical staff and the College's GP practice (Park View Health Partnership), or otherwise in accordance with express consent; and
- pastoral 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 the LADO or police. For further information about this, please view the College's Safeguarding Policy.

To enable the College to fulfil its safeguarding obligations it also makes use of AS Tracking software to help identify individual concerns.

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 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 main suppliers are listed in the College's summary privacy notices.

H. Transfers outside the UK

Some of the College's suppliers (for example Microsoft, Showbie Inc, OverDrive Inc and KIT United SAS, which provides the Hivebrite alumni platform) may store or access personal data outside the UK. Where personal data is transferred outside the UK the College ensures the transfer is lawful, for example because the destination is covered by UK adequacy regulations (which include the EEA and, for certified organisations, the United States under the UK Extension to the EU-US Data Privacy Framework) or because the supplier has agreed the UK International Data Transfer Agreement or Addendum.

When the College organises overseas trips it shares with trip providers, hosts and accommodation the information they need to run the trip safely, including relevant medical and dietary information. These transfers are made because they are necessary for the trip and to protect the welfare of those taking part.

I. 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, although most pupil records are kept until the individual reaches the age of 25. In addition, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements and statutory guidance. Records of allegations about staff are kept in accordance with Keeping Children Safe in Education. Financial records, including fee accounts and the VAT records the College is required to keep by HMRC, are kept for at least six years from the end of the financial year to which they relate. Details are included in the College Retention of Records Policy.

If you have any specific queries about how our retention policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Bursar. 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 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').

J. Keeping in touch and supporting the College

The College (which includes the Hurst Foundation and the Hurst Society) will use the contact details of parents, alumni and other members of the College 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 e-mail 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 College community, such as The OJ Club;
- Contact parents and/or alumni (including via the organisations above) by post, and by e-mail or telephone where they have agreed to this or the law otherwise allows, in order to promote and raise funds for the College and, where appropriate, other worthy causes; and
- Collect information from publicly available sources about parents' and former pupils' occupation and activities, in order to maximise the College's fundraising potential. This is a form of profiling. It does not involve automated decisions and you can object to it at any time.

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 College is nonetheless likely to retain some of your details (not least to ensure that no more communications are sent to that particular address, e-mail or telephone number).

K. 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 College 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 Bursar.

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, extendable by up to two further months for complex requests). The College will carry out reasonable and proportionate searches in response to a subject access request. If it needs further information to identify you or the information you are asking for, the time limit starts once that information is received.

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 at the Senior School 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. Older Prep School children may however be sufficiently mature to have a say in this decision, depending on the child and the circumstances.

Parental requests, etc.

It should be clearly understood that the rules on subject access are not the sole basis on which information requests are handled. Parents may not have a statutory right to information, but they and others will often have a legitimate interest or expectation in receiving certain information about 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 College's Terms and Conditions. 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.

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 are certain uses of images and certain types of fundraising activity. 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 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. 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. 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 IT Policies and the College Rules. Staff are under professional duties to do the same as set out in the Staff Handbook.

L. 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 Academic Administration Officer 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 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 College systems. All staff and governors will be made aware of this notice and their duties under Data Protection Law and receive relevant training.

M. Automated decision making

The College does not make decisions about individuals based solely on automated processing that have legal or similarly significant effects. The fundraising research described in section J and the AS Tracking software described in section G are used only to inform decisions made by people.

N. 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.

O. Queries and Complaints

Any comments or queries on this notice should be directed to the Bursar by post at the College or at bursar@hppc.co.uk.

If an individual is unhappy with how the College has handled their personal data they have the right to complain to the College. Complaints should be sent to the Bursar at bursar@hppc.co.uk or by post to the College. The College will acknowledge a complaint within 30 days of receiving it, investigate it without undue delay, keep the complainant informed of progress and tell them the outcome. Data protection complaints are handled under the College's Complaints Procedure rather than the general complaints procedure.

You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO) at ico.org.uk or on 0303 123 1113. The ICO will normally expect the complaint to have been raised with the College first.