



PRIVACY NOTICE FOR PUPILS AND PARENTS

Last Updated: January 2026

The information and guidelines within this privacy notice apply to all Pupils and Parents in the Glenalmond Group of Schools ('the Schools').

1. Introduction

In common with all educational establishments, schools holds and processes personally identifiable information about its applicants, past and present parents, pupils, and other individuals, for various purposes. These purposes include the administration of the admissions process, the effective provision of academic and welfare services, to record academic progress, and to enable correspondence and communications with you, and the provision of references and certificates. This policy relates to the personal information that we collect, store and use in relation to pupils and their parent, parents, guardian or guardians (who we have referred to simply as "parents").

As part of our commitment to the protection of the privacy for pupils and parents and to comply with our legal obligations under data protection law we are required to comply with the Data Protection Act 2018, the UK General Data Protection Regulation ("GDPR"), the Data Use and Access Act 2025 and any future laws that may replace these requirements.

Data protection law requires schools to tell parents and pupils how we collect, store, and handle your personal data.

In this context, "personal data" is any information relating to an identifiable living person, who can be identified (whether directly or indirectly) from that information. For example, this may include your name, address, telephone number, date of birth and so on.

We are also required to tell you who is responsible and accountable when collecting and storing your personal data. In this respect, we are the "data controller" for your personal data – in other words, we determine the purpose and manner in which your personal data is treated.

2. The GDPR Principles

Data protection law sets out six (6) key principles that schools are required to abide by when we process your (or your child's) personal data. The six (6) principles are as follows:

1. When we collect your personal data, we must do so lawfully, fairly and in a transparent manner. Part of this commitment to transparency is providing you with an easy to access and clear policy that outlines who we are, what personal data we are collecting, why we need it, where it store it, who can use this information and for how long we hold it for;
2. The personal data that we collect about you, or that you might pass to us as a member of the Schools community must be collected for a specified, explicit and legitimate purpose. In this respect, we must collect personal data about you in order to: provide the pupil with an education; ensure that we are providing sufficient and appropriate pastoral care for the pupil; get in touch with you in cases of emergencies, keep you up to date about the goings-on at the Schools, and to provide an ongoing record of the pupil's development and progress;

3. The personal data that we collect about you must be adequate – which means that we might ask you for more personal data from time to time if it relates to your interaction with us, for example, if we need you to consent to going on a school trip. When we ask for this information, we will make sure that it is relevant and limited to what is necessary – this means that we won't ask for information that we don't really need;
4. The personal data that we collect from you needs to be accurate and, where necessary, kept up to date. You will receive reminders from us from time to time to ensure that we hold the correct details about you – of course, if you were to move or change your contact details then we should be notified of the new details;
5. When we collect and store your personal data we can only hold it for as long as is necessary. The amount of time that we may hold different types of personal data about you can vary depending on whether you are a parent or pupil. We are required to tell you how long that information is held. This is detailed in our Data Retention Schedule; and
6. We are required to keep your personal data safe and secure using appropriate technical and organisational means. This includes both physical and electronic security. We regularly review and update our security measures in order that we are providing an appropriately high level of safety and security. Further details are available in the Data Protection and Information Security Policy.

3. What personal information do we hold, and what do we use it for?

The Schools holds and processes information about its applicants, past and present parents, pupils, and other individuals for the purposes of communicating with you and providing you with educational services (if you are a pupil).

The personal information we may hold includes:

- Full name
- Date of birth
- Address
- Telephone / mobile number
- Email address
- Medical information
- Additional support needs information
- Reports, references from previous schools
- Emergency contact details
- Passport and VISA details
- Photographs
- Videos

We will use this information for:

- The administration of the admissions process
- The effective provision of academic and welfare services
- Recording academic progress and to enable correspondence and communications, including the provision of references and certificates
- Sending school publications
- Promoting benefits and services available to pupils and parents
- The organisation and administration of any extra-curricular event or activity
- Keeping in touch with former pupils and parents

4. Sensitive Personal Data

We may from time to time process "sensitive personal data" relating to a pupil or parent. "Sensitive personal data" is defined under the GDPR as data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetics, biometrics, health, sexual life and origin.

We need to process some types of this data. For the provision of health care and welfare, we may need to process pupils' medical records. To comply with security vetting and/or Child Protection legislation, the Schools may need to process information regarding criminal convictions or alleged offences. Such processing will only be undertaken when strictly necessary and with absolute respect to individual confidentiality.

Where sensitive personal data is to be held or processed, we will seek the explicit consent of the pupil or parents, unless it is necessary to process or use that information without your explicit consent. That will only be in limited and exceptional circumstances for example where we consider this to be necessary to protect the interests of an individual who is physically or legally incapable of giving consent.

5. Collection and Retention of data

We will collect personal information about pupils and parents through the application process, either directly from parents, from previous schools and in some circumstances from 3rd party agencies.

We will only retain your personal information for as long as necessary to fulfil the purposes it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements. The Data Retention Schedule sets out how long personal data is retained.

When determining the appropriate retention period for personal data, we will consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of personal data, the purposes for which the personal data is processed, whether we can achieve those purposes through other means, and the applicable legal requirements

6. How do we keep your information secure?

Your personal information will be stored securely on our encrypted computer systems and in secured physical storage in the United Kingdom. Further detail is provided in the Data Protection and Information Security Policy.

We may, from time to time, be required to transfer your personal data to countries outside of the UK. If we need to transfer your personal data outside of the EEA then we will ensure that we have provided appropriate safeguards and an adequate level of security for your personal data in order to protect your rights and freedoms.

Your information will only be kept for as long as is necessary for our specified purposes (as detailed above), and in accordance with our Data Retention Schedule.

7. Who is the information shared with?

We do not share information about pupils and parents with anyone without consent unless the law and our policies allow us to do so.

When we share information with others, we make sure it is kept safe and secure, following the requirements set out in law. We share information with organisations so that we can provide the best education to pupils and enable access to services that support the pupil and their family.

Personal information may be shared with:

- the next school that the pupil joins, for the on-going continuity of education
- official bodies, for the monitoring and improvement of educational standards
- the Department for Education (DfE) and the National Pupil Database, for the evaluation of educational attainment, funding and policy development at a National level
- the School Nurse, for the monitoring of pupil health
- catering provider, for the provision of meals
- the providers of educational software, for the support and improvement of educational standards and access to educational resources
- parental communication tools
- Police, Social Services and other appropriate professional groups

8. Rights to Access Personal Data

Data protection legislation gives individuals specific rights, which include the right to access their data. We use an Individual Rights Request Form that helps support individuals to access their information. To make a request for your personal information, please write to the Data Protection Officer.

The other rights allow individuals to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- have inaccurate personal data rectified
- to restrict or erase information that no longer has a legal basis to be held

In some circumstances, where a legal reason exists, we may decline a request by an individual about their data. In this case an explanation will be provided as to why we are unable to support the request.

It is our policy to be willing and open in our response to a Subject Access Request. We will respond to your Subject Access Request within one (1) month of receiving it. We may extend that period by two (2) months if it is deemed necessary, taking into account the complexity of the request and the number of requests.

If it is necessary for us to extend this period, we will advise you of this within one (1) month of receipt of the Subject Access Request.

9. CCTV

We operate a number of CCTV cameras in order to assist with security for members of the our community and in respect of the Schools' property. Further details are provided in the CCTV Policy.

10. Data Security and Sharing

Data security

We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Access to personal information is limited to those staff members, agents, contractors and other third parties who have a legal reason to access the data. They will only process personal information on the Schools' instructions and are subject to a duty of confidentiality. We expect staff members handling personal data to take steps to safeguard personal data of pupils and parents (or any other individual) in line with this policy.

Data sharing

The Schools require third parties to respect the security of staff member data and to treat it in accordance with the law. We may share personal information with third parties, for example in the context of learning and educational resources. We may also need to share personal information with a regulator or to otherwise comply with the law.

We may also share pupil and parent data with third-party service providers where it is necessary to administer the accessing of services / trips or where we have a legitimate interest in doing so.

11. Data Protection Officer

If you have any queries about this policy, or if you would like further information about how we handle your personal data, please contact in the first instance:

The Data Protection Officer, Glenalmond College, Perth, PH1 3RY, United Kingdom
dpo@glenalmondcollege.co.uk Telephone: +44 (0)1738 84 2000

12. Complaints

Pupils and parents have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

13. Audit and Review of Policy

The implementation of this policy will be subject to periodic audit. The policy will be subject to review at three yearly intervals, or as and when pertinent legislation makes a review necessary.