

PUPIL PRIVACY NOTICE

Your privacy is important to us and we want to keep your personal information safe. This privacy notice tells you how we do that and sets out your rights when it comes to the personal information that we hold about you.

The school only holds the personal information we are allowed to hold about you, and only uses it for your education at the school and related matters.

What kind of information do we collect about you?

- Your personal information (such as your name, title, date of birth, nationality, addresses, telephone numbers, email addresses)
- Your academic, admissions and attendance records
- Any examination or assessment scripts and marks
- Information on any special educational needs (if applicable)
- Information about your health and welfare, and contact details for someone in case of an emergency
- References we give or receive about you, and information provided by your previous school(s) and professionals and organisations that have worked with you
- Copies of your official documents (such as a passport or birth certificate)
- Medical information, e.g. medication you are required to take or food allergies you may have
- Images of you taking part in school activities, and images captured by the school's CCTV system (in accordance with the school's Data Protection Policy)
- Any court order relating to you which we need to know about (if applicable).

How do we collect your personal information?

We collect personal information from you and your parents or guardians directly. This may be through a form, or simply in our day-to-day contact with you.

From time to time we may also collect information about you supplied by others. For example, we may receive information from:

- Your parents
- Another school (including you previous and/or future school(s)), and
- Professionals or authorities that have worked with you

The majority of the personal information you provide to us is mandatory, which means that you or your parents must provide it to us. Other personal information you provide to us is optional, which means that you may decide not to provide it to us. We will let you know when the personal information we request is optional.

Why do we collect your personal information?

We use your personal information:

- To support your learning and education
- To monitor and report on your progress
- To make sure your health and wellbeing is looked after

- To make sure we provide you with a high quality of education
- To ensure the school complies with the law and meets its legal obligations.

We will only use your personal information for the reasons set out above. You can find more information about these reasons below.

The lawful basis for using your personal information

We use your personal information for a number of reasons. We need your information to make sure that the school is acting within the law and meets its legal obligations. It may also be needed when the school carries out its public task to provide an education to you. When you join the School we will need this information to provide an education to you and keep you safe.

There are also some situations where we use your personal information for other reasons. These are known as the “legitimate interests” of the school. For example, we will use your personal information when we ask for professional advice from someone outside the school, and when we make use of photos of you so that we can identify you.

It is important to know that we also use some sensitive personal information about you like your medical and health records, religion and biometric information. The school may require other information, for example, to make sure you are cared for and provide you with support to meet your specific needs.

Who do we share your information with?

We routinely share your personal information with:

- Schools or education providers that you attend after leaving us
- Our local authority
- The Department for Education (DfE)

We are required by law to provide information about you to the DfE as part of statutory data collections such as the school census and early years’ census. Some of this information is then stored in the National Pupil Database.

We may also share your information with others where we are required or permitted to do so by law, or where we have a legitimate interest in sharing your personal information. This might include the Charity Commission, Ofsted, professional advisers, or other regulators.

How secure is my information when others use it?

When others use your personal information we make sure that they keep it secure and we have policies that make this clear. We only allow them to use your personal information for purposes that we make clear to them in advance and we ensure that they keep your data safe. They will only use your personal information in the way that we have agreed with them.

Does my personal information go abroad?

We may use your information outside the UK, but we will only do this in certain situations. For example, we may do this when you or your parents contact us from outside the UK, when the school makes arrangements for trips and travel abroad, or if we contact previous schools you attended abroad. We will take steps to protect your personal information when this happens and may also let you know about this when it takes place.

Information Security

We protect the security of your information. If you want to know how we do that, please contact the Data Protection Officer.

We have procedures to make sure that your personal information is not accidentally lost and that it is not used, accessed, changed or shared with others without our permission. Your personal information will only be shared with people who need it. They will only use your personal information with clear instructions from us. We will make sure that they treat your personal information as confidential.

If your personal information is used in a way that is not acceptable, we have a procedure to deal with this. For example, if your personal information is accidentally lost we may let you know about this and we may also contact the Information Commissioner's Office about it.

How long will you keep my information for?

The school will keep your personal information for as long as it is necessary. When we no longer have a lawful reason to hold it, we will delete or destroy your personal information securely. You can find out more about how long we keep your personal information by taking a look at the school's Data Protection Policy and the school's Records Management Policy.

In some circumstances we may anonymise your personal information. This means that your information can no longer be linked to you and you will not be identified. If we do this, we may use this information without telling you.

What about changing the information that we hold about you?

If any of your personal information changes, it is important that you let us know so that we can update our records and keep them accurate.

What can i do with the personal information that you use?

You can:

- Ask to see your personal information
- Ask for a correction of your personal information to make sure it is accurate
- Ask for your personal information to be deleted
- Object to processing of your personal information
- Ask for us to limit the processing of your personal information
- Request the transfer of your personal information to someone else.

If you want to do any of the above, please contact the School Business Manager in writing.

When you do not want us to use your personal information

Most of your personal information has to be used by us for the reasons we have given in this notice. There are certain times when we do not have to use your personal information but we think that there are good reasons why you might want us to use it. For example, we may ask for permission to use photos of you. If you give us permission to use this personal information you can always ask us to stop using your information. If you want to do this, please contact the School Business Manager in writing.

Point of contact

Antonia Nobel, the school's, DPO is responsible for this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact her at antonia@carter-noble.co.uk or phone (07824665908). If you are unhappy with how we are using your personal information, you can make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Contact us before you do this as we may be able to help you without you having to go to the ICO.

Changes to this privacy notice

We may update this privacy notice at any time and we will give you access to the new privacy notice. We may also let you know in other ways about how we use your personal information.