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## **PUPIL PRIVACY NOTICE**

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Reviewed:	September 2025
Next Review:	September 2026

### **What is a Privacy Notice?**

A Privacy Notice is a way for the School to communicate to you, in helping you understand how and why we collect your personal data and what we do with that data.

We are giving you this notice because we deem that you are mature enough to make decisions about your own information.

There has been changes to the law regarding how organisations can collect, use, share, store and dispose of your information and it is important that we give you the necessary information about how the School uses your information – the best way of achieving this is through a Privacy Notice.

### **What does the School mean by “personal information”?**

Put simply, personal information or ‘personal data’ as it is sometimes called, is information that the School holds about you, and which identifies you.

Personal data can include, for example data that is held on e-chart such as your name, date of birth, address as well as things like exam results and behaviour records. The School can also hold information about you that is classed as ‘Special Category’ personal data This relates to more sensitive information such as biometric data, photographs and health information.

Personal data can be written down or saved on a computer, but it can also include images captured by CCTV, photographs and video recordings.

### **Is the School allowed to have my personal information?**

The law says that in order to use personal data there must be a legal reason to do so.



There are a number of legal reasons that we can rely upon depending upon the personal information we hold and share. Generally, the School relies upon 'legitimate interests'. This means the School has a good reason for processing your data. If you wish to have more information about this please contact the School's Data Protection Officer whose contact details are below.

### **Why does the School collect, use and share personal information?**

The School's main reason for using your personal information is to provide you with an education.

We have set out below examples of the different ways in which we use personal information and where personal information comes from.

Admissions forms give us a lot of personal data about you. We get information from you, your parent(s)/guardian and your teachers. Your previous school will provide us with information about you so that we can teach and take care for you.

We collect this information to help the School run effectively, safely and we may share this information with other organisations where appropriate. Here are some examples:

- **Medical Information:** We obtain medical information about you from you, your parent(s)/guardian and medical practitioners so that we can look after you. We need to tell appropriate teachers and staff if you have any medical condition(s) that affect the way we need to support you including where you might need extra help with tasks. We may also pass on health information for example to Ecclesiastical, who are the administrators of the Fees Refund Scheme.
- **Assessment Information:** When you take exams, undertake coursework or mock assessments etc we collect your results and where necessary share them with examination boards. We will share your academic record with your parents/guardian so that they may support your learning.
- **Special Educational Needs:** We collect information to enable you to achieve your potential – this may mean we need information from your previous school. If you require additional support in School we use this information to enable the School to support you. If you require extra time for an exam, we will advise the examination board of this.
- **Behavioural Information:** We record incidents that have happened in School. We may share your behavioural record with your parent(s)/guardian and internally with teachers, house parents and tutors so that they can support your learning. Data may be shared with the police or other agencies, as appropriate, if the misbehaviour is serious.
- **Legal:** We may need information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing and the other pupils at the School. We may also need to share information with the police or to our legal advisors if something goes wrong or to help with an inquiry for example if one of your classmates is injured.



- **References:** If you request the School to provide a reference for example, for employment, further study or voluntary work we will use data that the School holds about you to inform the writing of that reference.
- **Overseas:** The School has a duty to ensure you have the right to study in the UK. The School may have to provide information to Government agencies in relation to UK visas and immigration.
- **CCTV and photographs:** We may use photographs or videos of you for example, for the School's website, social media sites and prospectus. Before we take or use certain photographs we will ask you and your parents for your permission. CCTV is used to make sure the School site is safe.
- **Virtual learning:** For the use of online learning through Teams where lessons may be recorded for safeguarding or educational purposes.

### **Sending information to other countries**

Sometimes we send your information to other countries for example where:

- we store information on computer servers based abroad; or
- we communicate with you (for example, if you live abroad and are about to start at School, or during the summer holidays when you have returned home).

When this happens, we will check whether the country you live in, is a member of the European Union which already has good data protection laws in place. If the country is not a member of the European Union, then the School has to make sure that the country takes appropriate steps to ensure that there is adequate protection of your personal data.

### **How is your information kept safe?**

The law says that your personal data must be protected so that other people or organisations do not get hold of it and use it for their own purposes. This could be for criminal purposes such as opening bank accounts or obtaining credit cards in your name or it could be so that companies may contact you to try and sell you things. The School puts into practice a number of methods to protect your information such as password controls, maintaining a secure IT system to prevent hacking etc and training staff to be keep information safe. An example of how your data is protected is the requirement for you to have your own password to access ISAMS – without anyone else knowing your password, your personal data is safe.

You should know that the School has procedures in place to respond to any situation where personal information may have been lost or stolen etc so that any potential impact upon the School and yourself is minimised as much as possible.

### **How long will we keep your information?**

The School will not keep your personal information forever. We only keep it for as long as we need it to help us do the thing we needed it for. We have a document called a "Records Management Policy" which tells us when to keep it and when we should get rid of it.



When we do get rid of it we either shred it so that it cannot be read by anyone else or if it's in electronic format we make sure it is securely deleted.

### **Do I have any rights about my information?**

Yes! The law says that from the age of 13 years you should have sufficient maturity to make decisions about your personal information. This means you can:

- ask the School to consider correcting information about you that you think is wrong;
- our use of your information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes whilst we check its accuracy.
- ask the School to provide the information we hold about you. This is called a "Subject Access Request". Our Subject Access Request Policy will tell you how to make one and you can find this on the School's website under 'Policy Documents';
- ask us to send you, or another organisation, certain types of information about you in a format that can be read by a computer;
- ask us to remove information when it is not needed anymore;

### **FOUR IMPORTANT THINGS TO REMEMBER**

Now you have read this, we hope that you are able to understand what happens to your personal information and that:

- the law allows us to obtain and use your information to provide a good education and to take care of you;
- we may share your information with others, but only when we really need to;
- we may ask your permission to share your information when there is an option for you to do so;
- you can tell us not to share information, even when you have said 'yes' before.

### **Would you like to know more?**

If you would like to find out more or have any worries about how we use your information, you may wish to raise this first with your House Parent or Tutor or alternatively, you can contact the Data Protection Officer [dpo@bryanston.co.uk](mailto:dpo@bryanston.co.uk) who will be able to help you answer any questions that you have.

You can also contact the Information Commissioners Office (ICO) through their website <https://ico.org.uk/concerns/> or by telephone 0303 123 111. The ICO is an organisation that governs the way other organisations use personal information.