



How We Use Your Child's Information - Pupil Privacy Notice for Parents

Introduction

This notice is to help parents understand **how** and **why** we collect your child's personal information and **what** we do with that information. It also explains the decisions that you can make about your child's information.

We are giving you this notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 12) they will be considered mature enough to exercise their own data protection rights.

If you have any questions about this notice please talk to the Bursar.

What is "personal information"?

Personal information is information that the School collects about your child. This includes information such as their date of birth and address as well as things like test results, medical details and behaviour records. The School may also record your child's religion or ethnic group. CCTV, photos and video recordings of your child are also personal information.

How and why does the School collect personal information?

The admissions forms which you complete give us lots of personal information. We get information from your child, his/her teachers and other pupils. Your child's old school also gives us information about your child if we need this to teach and care for them.

Sometimes we get information from your child's doctor and other professionals where we need this to look after your child.

We collect this information to help the School run properly, safely and to let others know what we do here. Here are some examples:

We need to tell all appropriate members of staff if your child is allergic to something or might need extra help with some tasks.



We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as where children change clothing.

We may need to report some of your child's information to the government. For example, we may need to tell the local authority that your child attends the School or let them know if we have any concerns about your child's welfare.

Depending on where your child will go when they leave us we may need to provide their information to other schools. For example, we may share information about your child's test results and provide references. We may need to pass on information which they need to look after your child.

We will need to share information with the Department for Education in respect of test results for example.

We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your child's classmates is injured at School or if there is a burglary.

We may share some information with our insurance company to make sure that we have the insurance cover that we need.

We may share your child's academic and (where fair) their behaviour records with you or their education guardian so you can support their schooling.

We will only share your child's information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.

We will monitor your child's use of email, the internet and mobile electronic devices e.g. iPads. This is to check that your child is using this technology appropriately and not putting themselves at risk of harm.

We may use photographs or videos of your child for the School's website and social media sites to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.

Sometimes we use photographs and videos for teaching purposes, for example, to record display in school or to evaluate teaching.

If you have any concerns about the use of photographs and videos please



Speak to your child's teacher.

We publish our pupils' achievements, 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.

We may keep information about your child for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.

We may keep details of your child's address when you leave so we can pass on any relevant information or to make them aware of any relevant news.

What do we do with your personal information?

The Bursar is the person responsible at our School for managing how we look after personal information and deciding how it is shared.

Like other organisations we need to keep your child's information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

In exceptional circumstances we may keep your child's information for a longer time than usual or share it more widely than we would normally.

What decisions can you make about your information?

If information is incorrect you can ask us to correct it.

If you would like us to change or update the information we hold about your child please speak to the Bursar. You can also ask what information we hold about your child.

If you would prefer that we keep certain information confidential then please speak to the Head or Bursar.

Further information and guidance

This notice is to explain how we look after personal information.



If you have any questions you can ask Bursar about how it works in our School.

If you require more information about how we and/or DfE store and use your information then please go to the following websites:

- <http://www.bristol.gov.uk/page/council-and-democracy/data-protection-act>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>