

How We Use Your Information Privacy Notice for Pupils – Year 7 Plus

Independent Day and Boarding School for Boys and Girls

King's Rochester

November 2017

Introduction

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

We are giving you this notice because you are mature enough to make decisions about your personal information.

If you have any questions about this notice please talk to your form tutor.

What is "personal information"?

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

How and why does the School collect personal information?

Admissions forms give us lots of personal information. We get information from you, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.

Sometimes we get information from your doctors and other professionals where we need this to look after you.

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 your teachers if you are 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 changing rooms.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend the School or let them know if we have any concerns about your welfare.
- If you are from another country we have to make sure that you have the right to study in the UK. We might have to provide information to UK Visas and Immigration who are part of the government.
- Depending on where you will go when you leave us we may need to provide your information to other schools, colleges and universities or potential employers. For example, we may share information about your exam results and provide references. We may need to pass on information which they need to look after you.
- When you take public examinations (e.g. GCSEs) we will need to share information about you with examination boards. For example, if you require extra time in your exams.
- 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 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 academic and (where fair) your behaviour records with your parents or education guardian so they can support your schooling.
- We may share information within the different the different sections of the Schools. For example, how well you have behaved at School and your test results.
- We will only share your 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 use of email, the internet and mobile electronic devices e.g. Smart phones, iPads etc. This is to check that you are not misbehaving when using this technology or putting yourself at risk of harm. If you would like more information about this you can read the acceptable use of IT and email policy or speak to your form tutor.
- We may use photographs or videos of you for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after you have left the School.
- Sometimes we use photographs and videos for teaching purposes, for example, to record your drama lessons.
- We publish our public exam results, 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 send your information to other countries where:
 - we store information on computer servers based overseas; or
 - we communicate with you or your parents when you are overseas (for example, during the summer holidays if you or your parents live in a different country). The European Commission has produced a list of countries which have adequate data protection rules. The country that we are sending your information to might not be on the list which means that it might not have adequate rules.
 - If you are an overseas' student and your parents live outside of the European Economic Community we will encrypt personal information sent to your parents to ensure that this personal data will be adequately protected.
- We may keep details of your address when you leave so we can send you The Roffensian and find out how you are getting on. We may also pass your details onto the alumni organisation which is called The Old Roffensian Society. Further information on the alumni association can be found at www.oldroffensiansociety.com.

If you have any concerns about any of the above, please speak to your form tutor.

What do we do with your personal information?

The Data Protection Officer (DPO) is the person responsible at our School for managing how we look after personal information and deciding how it is shared. The DPO can be contacted at dpo@kings-rochester.co.uk

Like other organisations, we need to keep your 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.

For how long do we keep your information?

We keep your information for as long as we need to in order to educate and look after you. We will keep some information after you have left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you 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.

The School's Information and Record Retention policy shows for how long we keep different types of information about you.

Our legal grounds for using your information

- As a School we have to comply with various laws and this entitles us to use your information where necessary. For example, we have to make sure that we take care of you properly.
- Unless this would be unfair to you, we have a legitimate interest in using your information in order to:
 - educate you and others;
 - look after your welfare and the welfare of others; and
 - promote and develop the School so that it continues to be successful.
- If you object to us using your information where we are relying on our legitimate interests as explained above please speak to your tutor.
- We also use your information in order to provide education, which is in the public interest.
- If something goes wrong we may need to use your information in connection with legal disputes.
- We have an agreement with your parents to educate and look after you. We are allowed to use information about you where this is necessary under this agreement.
- We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time.
- We are allowed to use your information in an emergency, for example, if you require urgent medical attention.
- We may use information about you if we need this for historical, research or statistical purposes.

What decisions can you make about your information?

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you can ask us to correct it;

- you can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer; and
- our use of 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 while we check its accuracy.

The DPO can give you more information about your data protection rights.

Further information and guidance

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

Please speak to your tutor if:

- you object to us using your information for marketing purposes e.g. to send you information about school events; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

If you have any questions you can ask your form teacher about how it works in our School. The DPO is in charge of the School's data protection compliance. You can ask your form teacher to speak to the DPO or speak to the DPO yourself. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office: ico.org.uk.

How We Use Your Child's Information
Pupil Privacy Notice for Parents of Pupils under Year 7

Independent Day and Boarding School for Boys and Girls

King's Rochester

November 2017

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 Data Protection Officer (DPO).

What is "personal information"?

Personal information is information that the School holds about your child. This includes information such as their date of birth and address as well as things like exam 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 changing rooms.
- 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.
- If your child is from another country we have to make sure that they have the right to study in the UK. We might have to provide their information to UK Visas and Immigration.
- Depending on where your child will go when they leave us we may need to provide their information to other schools and colleges]. For example, we may share information about your child's exam results and provide references. We may need to pass on information which they need to look after your child.
- If your child takes public examinations we will need to share information about them with examination boards. For example, if your child requires extra time in exams.
- 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 may share information about your child between the different sections of the School. For example, how well your child has behaved at School and their test results
- 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 not misbehaving when using this technology or putting themselves at risk of harm. If you would like more information about this you can read the acceptable use of IT and email policy or speak to your child's form teacher.
- We may use photographs or videos of your child for the School's website and social media sites or prospectus 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 your child's drama lessons. If you have any concerns about this please speak to your child's form tutor.
- We publish our public exam results, 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 send your child's information to other countries where:
 - we communicate with you or your child when you are overseas (for example, during the summer holidays if you or your child lives in a different country). The European Commission has produced a list of countries which have adequate data protection rules. The country that we are sending your child's information to might not be on the list which means that it might not have adequate rules.
 - If you are an overseas' student and your parents live outside of the European Economic Community we will encrypt personal information sent to your parents to ensure that this personal data will be adequately protected.
- We may keep details of your child's address when they leave so we can send them The Roffensian and find out how they are getting on. We may also pass their details onto the alumni organisation which is called The Old Roffensian Society. Further information on the alumni association can be found at the following web address:
www.oldroffensiansociety.com

If you have any concerns about the above, please speak to your class teacher or form tutor.

What do we do with your personal information?

The DPO is the person responsible at our School for managing how we look after personal information and deciding how it is shared. The DPO can be contacted at: dpo@kings-rochester.co.uk

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.

For how long do we keep your child's information?

We keep your child's information for as long as we need to in order to educate and look after them. We will keep certain information after your child has left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your child's information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can 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.

Our Information and Records Retention policy shows for how long we keep different types of information about your child.

Our legal ground for using your child's information

- As a School we have to comply with various laws and this entitles us to use your child's information where necessary. For example, we have to make sure that we take care of you properly.
- Unless this would be unfair to you or your child, we have a legitimate interest in using your child's information in order to:
 - educate your child and others;
 - look after your child's welfare and the welfare of others; and
 - promote and develop the School so that it continues to be successful.
- If you object to us using your child's information where we are relying on our legitimate interests as explained above please speak to the DPO.
- We also use your child's information in order to provide education, which is in the public interest.
- We may need to use your child's information in connection with legal disputes.
- We have a contract with you to educate and look after your child. We are allowed to use information about your child where this is necessary to comply with our contractual obligations.
- We may ask for your consent to use your child's information in certain ways. If we ask for your consent to use your child's personal information you can take back this consent at any time. Please speak to the DPO.
- We are allowed to use your child's information in an emergency, for example, if they require urgent medical attention.
- We may use information about your child if we need this for historical, research or statistical purposes.

What decisions can you make about your child's information?

From May 2018 you will be able to make various decisions about your child's information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about your child and be provided with a copy. We will also give you extra information, such as why we use this information about your child, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about your child in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about your child in a format that can be read by computer; and
- our use of information about your child 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 while we check its accuracy.

The DPO can give you more information about your child's data protection rights.

Further information and guidance

This notice is to explain how we look after your child's personal information.

Please speak to the Bursar if:

- you object to us using your child's information for marketing purposes e.g. to send your child information about school events; or
- you would like us to update the information we hold about your child; or
- you would prefer that certain information is kept confidential.

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

If you consider that we have not acted properly when using your child's personal information you can contact the Information Commissioner's Office: ico.org.uk.