



## **Pupil Privacy Policy for Parents – How we use your child's information**

## **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 your child's Housemaster/mistress if they are in Senior School, Form Tutor in Prep and Deputy Head in TSI.

## **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 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. Your child's old school also gives us information about them. We get information from your child, his/her teachers and other pupils.

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, colleges and universities or potential employers. For example, we may share information about your child's exam results and provide references.
- If your child takes public examinations we will need to share information about them with examination boards.
- 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.
- We will, where appropriate, monitor your child's use of email, the internet and mobile electronic devices e.g. iPads. If you would like more information about this you can read the Acceptable Use Policy or speak to your child's form tutor.
- 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 as well as for teaching purposes. We may use photos for advertising and promotional purposes.
- 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 keep information about your child for a very long time or even indefinitely. This information is held by the Foundation and Alumni Office as a record of their time in school and as a means to communicate with them for as long as they wish. Information your child can expect to receive from the Foundation and Alumni Office will include fundraising communication, a copy of the Old Tauntonian Review, invitations to events and opportunities to meet up socially and professionally after they have left school. Email marketing will be limited to those who have expressed an interest in receiving such communication.

### **What do we do with your personal information?**

The Information Governance Group is 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 your child's Housemaster/mistress if they are in Senior School, Form Tutor in Prep and Deputy Head in TSI. 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 your child's Housemaster/mistress if they are in Senior School, Form Tutor in Prep and Deputy Head in TSI.

### **Further information and guidance**

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

If you have any questions you can ask your child's Housemaster/mistress if they are in Senior School, Form Tutor in Prep and Deputy Head in TSI about how it works in our School.